UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS DALLAS DIVISION

COLIN C. RUDY, on Behalf of Himself	§	
and Others Similar Situated,	§	
	§	
Plaintiff,	§	
	§	
v.	§	CIVIL ACTION NO.
	§	3:08-CV-00904-L
CONSOLIDATED RESTAURANT	§	
COMPANIES, INC., et al.,	§	
	§	
Defendants.	§	
	§	
	§	

SUPPLEMENTAL APPENDIX IN SUPPORT OF DEFENDANTS' MOTION FOR SUMMARY JUDGMENT

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ATTORNEYS FOR DEFENDANTS

Ex. No.	Document Description	App.
1.	Declaration of Roy Anderson and Audit Notes	1-25
2.	Declaration of Clayton Killam and Audit Notes	26-75

Respectfully submitted,

/s/ Bridget A. Blinn

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CERTIFICATE OF SERVICE

I hereby certify that on July 6, 2010, I served a copy of the above and foregoing on all counsel of record via the Court's ECF system.

s/ Bridget A. Blinn Bridget A. Blinn

DECLARATION OF ROY ANDERSON

- 1. My name is Roy Anderson. I am over 21 years old and am in all ways competent to make this declaration. I am Risk Manager for Consolidated Restaurant Operations, Inc. ("CRO"). I have never been convicted of a felony or misdemeanor involving moral turpitude. I have personal knowledge of the facts stated herein and affirm that they are all true and correct.
- 2. From May 1, 2000 to April 27, 2006, I served as an Internal Auditor for CRO. In that capacity, one of my responsibilities was auditing restaurants to ensure compliance with CRO policies.
- 3. On May 27, 2004 and April 28, 2005. I audited the Silver Fox restaurant in Fort Worth. A true and correct copy of my audit notes for the May 27, 2004 audit is attached hereto as Exhibit A. A true and correct copy of my audit notes for April 28, 2005 is attached hereto as Exhibit 3.
- 4. On both May 27, 2004 and April 28, 2005, I checked to ensure that the federal "5-in-1" poster was posted in the Silver Fox restaurant. It was located in the area where servers pick up food from the kitchen, right outside the office, clearly visible to all restaurant staff.
- 5. I ensured that the poster was current and contained the correct minimum wage provision at each audit. At the 2004 audit, I marked officials item with a checklist. I did not do so in 2005, but I am certain that the poster was there at that time.

I declare under penalty of penjury that the foregoing is true and correct

MDERSON, DECLARANT

EXHIBIT

		÷ .		
Revised 05/2004		a same to an a game to an a same		
	ALOHA RES			
FROM: Roy Anderson		AUDIT DATE LAST AUDIT	5/27/04	; ·
SUBJECT: RESTAURANT AUDIT DATE: 5/25/04	of Chambasanoph of	cc: M.	Charms	•
ONI III	***************************************	X.	barrey	
		•		
THE AUDIT OF RESTAURANT # 621	_RESULTED IN A (GRADE OF "	'AS FOLLOWS:	
RESPONSE REQUIRED	RESTAURANT V	ISIT SCORE	A	
CDADU	NG SCHEDULE			
GRADII	NGSCHEDOLL			
CATEGORIES	CURRENT AUDIT	T LAST A	AUDIT	
I. DEPOSITS				
2. ALOHA SECURITY	B	Militari ve primoren andando		
3. RESTAURANT ACCOUNTING		-	······································	
4. SERVER CHECKOUTS & TIP SHARE	A	vrance/correlation/placks/s/s/s/s/s/		
5. ADMINISTRATIVE PROCEDURES	<u> </u>	Anomogyampersony of a sure find no	,, <u>.</u>	
6. LIQUOR REPORTS	F	Annual and an analysis of the second analysis of the second and an analysis of the second analysis of the second and an analys		
7. UNIT SECURITY				
8. I-9's	A		manado for advanção foi de de desponsacionas definidas.	
OVERALL GRADE		* ***		
OVERALL GRADING SCALE	(1.625			
	Area Supervisor	M GANY	<u>ey</u>	
3.5 - 4.0 = A $3.0 - 3.49 = B$	CRI	TICAL FOUR RESU	ULTS	
	Category	Bonus/Fine	<u>Total</u>	
2.0 - 2.99 = C	Edit Punch	\$0 / \$60) -\$100		
1.0 - 1.99 = D	Admin. Files	\$0 / \$50 / \$100		
0.099 = F	Liq. Permits	\$0 / \$50 / (100)	and the position of the second section of the secti	
	[-9's	\$0 330 -\$100	W-784A W/8AAA WYYYYWW [*] -1777-17 ⁴	•
		Total Bonus Fine	<u>\$ - 10 0</u>	EXHIBIT

I-9 BONUS (\$250) (YE) / NO



GRADING DEPOSITS

- DEPOSIT SLIP NOT VERIFIED
 WITH TWO MANAGER'S INITIALS.
 5 PTS. EACH (25 PTS. MAX)
- 2. DEPOSIT SLIPS & ARMORED CAR
 RECEIPTS NOT RETAINED 3
 PERIODS.
 5 PTS. EACH (25 PTS. MAX)
- DEPOSIT ACCURACY 25 PTS.
- LATE DEPOSITS

 1 LATE = 10 PTS

 2 LATE = 20 PTS

 3 LATE = 50 PTS

RECOMMENDATIONS

- [] THE DEPOSIT SHOULD BE VERIFIED
 BY BOTH THE CLOSING & THE OPENING
 MANAGERS & BOTH SHOULD INITIAL THE
 DEPOSIT SLIP.
- [] THE RETENTION PERIOD FOR
 DEPOSIT SLIPS & ARMORED CAR RECEIPTS
 IS THREE FULL PERIODS. THEY SHOULD BE
 KEPT SEPARATELY IN DATE ORDER.
- ALL DEPOSITS MUST BE ACCURATE.

 NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY,
 COIN AND CHECKS MUST BE LISTED SEPERATELY.
- DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.

COMMENTS:
3) noveding deposits
4) Not making duily
- Seposits. Appears
deposits made every
2.3 days

TOTAL PTS.

SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F

GRADING ALOHA SECURITY		RECOMMENDATIONS		
2/1	MANAGERS NOT USING SWIPE CARDS AT TERMINALS. 40 PTS.	[] SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.		
2	MUST USE MAG CARD BOX BOX – NOT CHECKED. 10 PTS EACH. (40 PTS. MAX)	ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.		
3. pc	CREDIT CARD BATCHES NOT SETTLED ON A DAILY BASIS. 25 PTS. EACH	[] CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.		
4. 04	ALOHA EMPLOYEE ACCESS 20 PTS.	[] ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOYE ROSTER.		
.2° B	TOTAL PTS. SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	COMMENTS: 2.) PM BAR - MAG cand Not ~ J. SAlecby - " " " 3.) reviewed CC. BA+CHR3 5/6 to present. ok 4.) (2) term employees 54ill in Aloha Access. Myr. vail remove.		

RESTAURANT ACCOUNTING			R	RECOMMENDATIONS			
<u>D</u> M	<u>AILY ENVEI</u> UST INCLUI	<u>.OPES</u> DE:	[]	ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.		
•	5 PTS EA.	ALOHA SALES REPORT	[]	ALL EXPENSES & INCOME SHOWN ON THE DAILY SALES REPORT MUST HAVE BACKUP IN THE DAILY ENVELOPE.		
٠	5 PTS EA.	CREDIT CARD SLIPS AND EDC TRANSACTION REPORT	[,	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE.		
٠	5 PTS EA.	VOID REPORT REVIEWED AND SIGNED BY MANAGEMENT	[]	ALL VOID REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.		
٠	5 PTS EA.	AUDIT REPORT REVIEWED AND SIGNED BY MANAGER	(]	ALL AUDIT REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.		
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION]]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.		
9	5 PTS EA.	DOCUMENTS/RECEIPTS FOR ALL CASH PAIDOUTS IS.	(v	1	SUPPORTING DOCUMENTATION MUST BE INCLUDED IN THE DSR.		
			CO	MM	ENTS:		
	TOTAL SCALE 100-90 89-80 79-70 69-60 BELOW	= A = B = C = D	- 0	4 \$ 5 ~ .1	MISC. payouts - NO receipts 72.86) SEE AttAched 1 go to Cash 0/s.		
-	25		****				
(

SERV) EDITE	ER CHECKOUT, TIP SHARE & ED PUNCHES	RECOMMENDATIONS
1. 8V-	INFORMATION ON CHECKOUT REPORT IS COMPLETE AND INCLUDES: ALL CREDIT CARD RECEIPTS, ALL GIFT CERTIFICATES AND PROMOTIONAL COUPONS, AND CASH RECEIVED FROM SERVER. 35 PTS.	[] SERVER CHECKOUTS ARE PERFORMED EACH SHIFT AND REQUIRES MANAGEMENT TO VERIFY SUPPORTING DOCUMENTS PERTAINING TO CHECKOUT SHEET.
2. 64	SERVER CHECKOUT REPORT SIGNED BY MANAGEMENT & RETAINED 3 PERIODS 30 PTS.	[] CORPORATE POLICY STATES THAT SERVER CHECKOUTS BE RETAINED FOR THREE PERIODS AND SIGNED BY MANAGEMENT.
3.K	TIP SHARE CALCULATION SHEET RETAINED 3 PERIODS, 25 PTS.	[] TIP SHARE CALCULATION SHEET MUST BE RETAINED FOR 3 PERIODS.
(4)	TIP TRAC	ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %.
5.14	EDITED PUNCH LIST NOT RETAINED FOR 3 YEARS AND NOT SIGNED BY EMPLOYEE AND MANAGER. 50 PTS.	[] THE EDITED PUNCH LIST MUST BE SIGNED BY THE EMPLOYEE WHO'S TIME IS BEING ADJUSTED AND MANAGER & RETAINED 3 YEARS.
6. 0K	EDITED PUNCH ACCURACY REVIEW 20 PTS. PER OCCURANCE	[] EDITED PUNCH LIST MUST REFLECT ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.
7. 0 %	PAYROLL CHECKS NOT DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL. 25 PTS.	[] PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.
		COMMENTS:
	TOTAL PTS.	
β.	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	
		4

GRADING ADMINISTRATIVE PROCEDURES

RECOMMENDATIONS

- I. EMPLOYEE FILES SHOULD INCLUDE THE FOLLOWING:
- EMPLOYEE FILES MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS COMPLETED:
- ORIENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
- ORENTATION CHEKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
- ASSOCIATE APPLICATION FOR EMPLOYMENT
- ASSOCIATE APPLICATION FOR EMPLOYMENT
- DRUG & ALCOHOL FREE WORKPLACE POLICY
- DRUG & ALCOHOL FREE WORKPLACE POLICY
- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
- HAZARD COMMUNICATION TRAINING
- HAZARD COMMUNICATION TRAINING
- TIP REPORTING ACKNOWLEDGEMENT
- TIP REPORTING ACKNOWLEDGEMENT
- BLOODBORNE PATHOGENS POLICY
- BLOODBORNE PATHOGENS POLICY
- ASSOCIATE CONDITIONS OF EMPLOYMENT
- ASSOCIATE CONDITIONS OF EMPLOYMENT

ONE POINT FOR EACH PERCENTAGE POINT.

PTS.

_____F15.

50 PTS.

2. EMPLOYEE FILES NOT RETAINED FOR 3 FULL YEARS FROM TERMINATION.

RETENTION FOR EMPLOYEE FILES IS 3 FULL YEARS FROM TERMINATION.

TOTAL PTS.

 SCALE

 100-90
 = A

 89-80
 = B

 79-70
 = C

 69-60
 = D

 BELOW 60
 = F

OMMENTS: 1.) MAJORITY OF

Employee files do not

CONTAIN ASSOC Advan.

Forms & Sig. cloc.

- 382 Attached

GRADING LIQUOR REPORTS RECOMMENDATIONS LIQUOR, BEER, & WINE LIQUOR, BEER, & WINE INVOICES INVOICES NOT RETAINED FOR AT ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS). LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS. 2. EMPLOYEES WITHOUT LIQUOR IN THOSE RESTAURANTS WHERE PERMITS. IT IS A REQUIREMENT, ALL SERVERS & PASS/FAIL BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT. TEXAS ONLY 1. PMIX RETAINED FOR AT LEAST PMIX REPORTS ARE TO BE NIA FOUR YEARS. RETAINED A MINIMUM OF FOUR YEARS 30 PTS. 2. POOL FUND NOT COMPLETED IN THE POOL FUND LOG IS TO BE FULL & RETAINED FOUR YEARS. FULLY COMPLETED & RETAINED FOUR This includes Pool Fund Financials from Corporate YEARS (TEXAS PRIVATE CLUB ONLY). Office and the Manual Calculation done by store (TEXAS PRIVATE CLUB ONLY). 30 PTS. 30% REPLACEMENT STAMP NOT THE 30% REPLACEMENT STAMP N A USED ON PMIX REPORT OR BAR IS TO BE USED ON ALL PMIX REPORTS OR TAPE (TEXAS PRIVATE CLUB BAR JOURNALS IN TEXAS PRIVATE ONLY). CLUBS. 10 PTS. 4. "FELONY FOR WEAPONS POSTER" IN ORDER TO SATISFY TABC AND "TABC HOTLINE" POSTERS REQUIREMENTS, BOTH POSTERS MUST

EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.

IN BAR AREA OF ALL TEXAS

EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE

RESTAURANTS.

BE POSTED IN THE BAR AREA OF ALL TEXAS

(6) TABC LIQUOR STAMP 20 PTS.

RESTAURANTS.

ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.

7. LIQUOR CHECKS NOT RETAINED HA 25 PTS. FOR A PERIOD OF ONE (1) YEAR.

= F

LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.

TOTAL PTS. COMMENTS: TARC CEA+ M. Kuezynski - expued

SCALE 100-90 89-80 = B79-70 69-60 = DBELOW 60

> 6. (1) Bottle (Louis VIII) NO TABE STAMP 3799

FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. SO PTS. OFFICE DOOR LEFT OPEN OR UNLOCKED. 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS. SAFE UNLOCKED (DAY LOCK). SAFE UNLOCKED (DAY LOCK). SAFE UNLOCKED (DAY LOCK). CASH IN ANY REGISTER DRAWER ALL ENTRY DOORS MUST LOCKED DURING NON-OI REMAIN OPEN UNLESS A PRESENT. THE OFFICE DOOR SHOUI CLOSED & LOCKED AT AI SHOULD BE ARMED UNLI IS PRESENT. THE SAFE MUST REMAIN AT ALL TIMES UNLESS A CONDUCTING BUSINESS I	PERATING HOURS. T NEVER MANAGER IS LD REMAIN LL TIMES. ANIC BAR ESS A MANAGER
KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS. OFFICE DOOR LEFT OPEN OR UNLOCKED. 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS. DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLI IS PRESENT. THE DETEX ALARM OR P. SHOULD BE ARMED UNLI IS PRESENT. THE SAFE MUST REMAIN AT ALL TIMES UNLESS A CONDUCTING BUSINESS I	MANAGER IS LD REMAIN LL TIMES. ANIC BAR ESS A MANAGER
UNLOCKED. 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS. SAFE UNLOCKED (DAY LOCK). 50 PTS. CLOSED & LOCKED AT AL SHOULD BE ARMED UNLI IS PRESENT. THE SAFE MUST REMAIN AT ALL TIMES UNLESS A CONDUCTING BUSINESS I	L TIMES. ANIC BAR BSS A MANAGER
NOT ARMED. 25 PTS. SHOULD BE ARMED UNLI IS PRESENT. 4. SAFE UNLOCKED (DAY LOCK). 50 PTS. SHOULD BE ARMED UNLI IS PRESENT. THE SAFE MUST REMAIN AT ALL TIMES UNLESS A CONDUCTING BUSINESS I	ESS A MANAGER
50 PTS. AT ALL TIMES UNLESS A CONDUCTING BUSINESS I	LOCKED
CASH IN ANY REGISTER DRAWER I I CASH IN THE DECREES OF	MANAGER IS
IN EXCESS OF \$500 OVER BEGINNING BANK, CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS.	INIMUM, CASH
TOTAL PTS. COMMENTS:	
SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	e entry/delivery present.

EMP	LOYEE 1-9 FORMS & PROCEDURES]	R)	ECC	<u>DMMENDATIONS</u>
	NO GM INITIALS IN THE UPPER RIGHT HAND CORNER. 5 PTS. EACH.	7	[4	1	THE GM MUST VERIFY EVERY I-9 & INITIAL IN THE UPPER RIGHT HAND CORNER.
2. OK	EMPLOYEES WITHOUT AN I-9 ON FILE. 30 PTS.	(]	ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.
3. oK	EMPLOYEES WITH INCOMPLETE FORMS. 15 PTS.	[]	ALL I-9'S MUST BE COMPLETED IN FULL.
4. oK	EMPLOYEES WITH EXPIRED EMPLOYMENT AUTHORIZATION. 15 PTS.	[}	ALL INS EMPLOYMENT AUTHORIZATIONS MUST HAVE A FUTURE EXPIRATION DATE.
5. 6 K	CURRENT EMPLOYEE I-9'S NOT PROPERLY RETAINED. 20 PTS.	(]	CURRENT EMPLOYEE I-9'S MUST BE RETAINED IN A 3-RING BINDER IN ALPHABETICAL ORDER.
6. 0 K	TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.	[TERMINATED I-9'S MUST BE RETAINED ALPHABETICALLY IN A 3-RING BINDER, LABELED & STORED AT THE END OF EACH CALENDAR YEAR.
7.	I-9 GUIDEBOOK NOT SIGNED. 0 PTS.	[]	ALL MANAGEMENT & HOURLY EMPLOYEES WHO COMPLETE I-9'S AS A REPRESENTATIVE MUST SIGN THE I-9 GUIDEBOOK.
	TOTAL PTS.		CC	MI	AENTS:
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	5			Germinario - No mga. INITIAI Perfect 1-9's
5					\$ 250.00 bonus
A				-	

L	1	CENSES.	PERMITS	& POSTERS
_	4		T TAKELLE I TO	or r opremo

ARE THE	FOLL	OWING	POST	ERS	UP?

HUM	AN RESOURCES	,	
	5 IN 1 POSTER	YES	NO
	SEXUAL HARASSMENT POLICY (FLORIDA, TEXAS, AND NEW YORK - SPANISH AND ENGLISH)	YES	NO
	PAYDAY LAW	YES	NO
	STATE COMPLIANCE KIT	YES	NO
RISK	MANAGEMENT POSTERS		
	MEDICAL PROVIDER LISTING	YES	NO
	MSDS BOOK AND HAZCOMM	YES	NO
	ACCIDENT/ INCIDENT HOTLINE POSTER IN OFFICE	YES	NO
	MANDATORY FOOTWARE POLICY	YES	NO
	MANDATORY FLOOR MAT POLICY	YES	NO
	MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)	YES	NOON
	MANDATORY FLOOR CLEANING PROCEDURES POSTER (TUESDAY – SUNDAY)	YES	NO
	THE RIGHT TOOLS POSTER	YES	NO
	NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS	YES	NO
	NOTICE TO WORKERS' COMPENSATION ALL OTHER STATES	YES	NO
	TEXAS PAYDAY NOTICE (ENGLISH AND SPANISH)	YES	МО
	CHOKING POSTER (ENGLISH AND SPANISH)	YES	NO /

ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YES NO
FLOOR CONDITION?	EXCELLENT GOOD BAD (circle one)
ARE QUEST DRUG FORMS AVAILABLE?	YESNO

R	estar	ıran	t Visit Report		
To:					
From:					
Date:					
Subject:	3256				al section and
MANAGEMENT TEAM	YES	NO	CLEAN AND ORGANIZED	YES	NO
100% Table Visits by MOD		<u> </u>	Cleaning systems, bathroom checks		-
Managers and Associates use Confident Speak			Sanitation Checklist in use	ļ	
Crisp, Logo Uniform, name tag			All food product is dated	_	-
STANDARDIZED TRAINING			All kitchen equipment clean and good repair	ļ	-
Server Training Packet used, Tests in Files			All refrigeration has working thermometer, proper temps		
Alley Rallies happening 2x a day			Proper hand washing procedures in place		
Manager Meetings 1 per week, with notes			Hot box has working thermometer, at proper temp		
CT's for all departments, certificates hung			Lighting / music adjusted and working order		
Flip Charts used for all training			FOH and BOH clean and good repair		
Best Practices followed, managers carrying focus cards			Proper water supply (hot & cold) drains work properly		
STEPS OF SERVICE HIT	Legar Andre		Dish machine, soap, sanitizer, and temps correct		
Service is friendly, all employees smiling			No food particles on clean plates and utensils		-
Steps of Service nailed			All food bins labeled, covered and clean		ļ-
Fast Check and Change; lunch within 2 minutes			No evidence of roaches, flies, insects, or rodents		-
Thank You on every guest check			No cross contamination of food products	ļ	X7X CANDON DO
Server contests in place, results posted			Toxic items, chemicals, labeled & stored properly		ļ
Server scripting nailed	DECLESSION OF	PRINTED LANGUE AND ADDRESS OF THE PERSON NAMED AND ADDRESS OF	All landscaping pristine, lights, signage working		-
Leather feature tents used properly			AUDIT		
Current PEA's posted		200000000000000000000000000000000000000			\$8880
All menu covers pristine, enough on hand			Employee files complete, Application, NAD, Advisor I-9's correct		-
Proper POP on all tables	on the state of th	and the same of	Orientation checklist signed off by associate & GM		
	53843863	8583553	All servers and bartenders have proper license or	- CONTRACTOR OF THE PARTY OF TH	
PROPER HOST GREET/SALUTATION			cert.		00000
Guests get a friendly greet, proper script			All local food handlers permits on file		***********
Guests thanked and invited to return				<u></u>	L
Proper phone greet, friendly, proper script		***************************************			
Brilliant restrooms, 10 minute checklist in use	***************************************		MOD Name		
SAFETY					
Back door, office locked					
No wet floors, floor mats used			Inspector Name	····	
Total Score					
Comments:	·····				
	•				

Revi	sed	05/	200)4

3

ALOHA RESTAURANT

TO: Sved RAZA	AUDIT DATE: 4/23/65
FROM: Roy Anderson	LAST AUDIT: 11/17/04
SUBJECT: RESTAURANT AUDIT DATE:	cc: M. CAMM
$i \sim T$	N) Faurey

THE AUDIT OF RESTAURANT #621 RESULTED IN A GRADE OF "A " AS FOLLOWS:

RESPONSE REQUIRED RESTAURANT VISIT SCORE 20/2

GRADING SCHEDULE

CA	TEGORIES	CURRENT AUDIT	LAST AUDIT
1.	DEPOSITS	A	<u> </u>
2.	ALOHA SECURITY	A	B
3.	RESTAURANT ACCOUNTING	A	
4,	SERVER CHECKOUTS & TIP SHARE	A	
5.	ADMINISTRATIVE PROCEDURES	A	A
6.	LIQUOR REPORTS		A
7.	UNIT SECURITY	A	A
8.	I-9's	A	A
	OVERALL GRADE	A	A
Δ¥/	EDALL GDADING SCALD	(3.5)	

3.5	-	4.0	= A
3.0	4	3.49	= B
2.0		2.99	= C
LΛ		1.00	n

0.0 - .99 = F

N. Gar	vey
ITICAL FOUR RES	ults
Bonus/Fine	<u>Total</u>
\$0/\$50/-\$100	
\$0/\$507-\$100	
\$0 / \$50 / -\$100	*******************
\$0 / \$50 / -\$100	
775 (c.)) Y2 7734	
Total Bonus/I'me	\$
I-9 BONUS (\$250)	YES NO
	Bonus/Fine \$0 / \$50 / \$100 \$0 / \$50 / \$100 \$0 / \$50 / \$100 \$0 / \$50 / \$100 Total Bonus/Fine

ſ	EXHIB	T
tabbies	В	8
	3781	

GRADING DEPOSITS			RECOMMENDATIONS				
1. Ob-	DEPOSIT SLIP NOT VERIFIED WITH TWO MANAGER'S INITIALS. 5 PTS. EACH (25 PTS. MAX)	[]	THE DEPOSIT SHOULD BE VERIFIED BY BOTH THE CLOSING & THE OPENING MANAGERS & BOTH SHOULD INITIAL THE DEPOSIT SLIP.			
2. 76C	DEPOSIT SLIPS & ARMORED CAR RECEIPTS NOT RETAINED 3 PERIODS. 5 PTS. EACH (25 PTS. MAX)	[]	THE RETENTION PERIOD FOR DEPOSIT SLIPS & ARMORED CAR RECEIPTS IS THREE FULL PERIODS. THEY SHOULD BE KEPT SEPARATELY IN DATE ORDER.			
3.	DEPOSIT ACCURACY 25 PTS.]	ALL DEPOSITS MUST BE ACCURATE. NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY COIN AND CHECKS MUST BE LISTED SEPERATELY.			
! ****	LATE DEPOSITS I LATE = 10 PTS 2 LATE = 20 PTS 3 LATE = 50 PTS	[J	DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.			
		COI	MMI	ENTS:			
	TOTAL PTS.		• • • • • • • • • • • • • • • • • • • •				
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F		~~~				

GRADING ALOHA SECURITY		<u>R</u>	RECOMMENDATIONS					
1. P(*	MANAGERS I SWIPE CARD: 40 PTS.	NOT USING S AT TERMINALS.	[]	SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.			
2. gd	BOX - NOT C	AG CARD BOX HECKED. (40 PTS. MAX)	[]	ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.			
ja.	CREDIT CARI SETTLED ON 25 PTS, EACH	D BATCHES NOT A DAILY BASIS.	. []	CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.			
ose	ALOHA EMPL 20 PTS.	OYEE ACCESS	[]	ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOYEE ROSTER.			
	TOTA <u>SCALE</u> 100-90 89-80 79-70 69-60 BELOW 60	L PTS. = A = B = C = D = F	CC	DMM	LENTS:			
			***************************************	~~				

RESTAURANT ACCOUNTING		RECOMMENDATIONS				
DAILY ENVELOPES MUST INCLUDE:			[1	ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.	
•	5 PTS EA.	ALOHA SALES REPORT	[]	ALL EXPENSES & INCOME SHOWN ON THE DAILY SALES REPORT MUST HAVE BACKUP IN THE DAILY ENVELOPE.	
•	5 PTS EA.	CREDIT CARD SLIPS AND EDC TRANSACTION REPORT	[J	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE.	
•	5 PTS EA.	VOID REPORT REVIEWED AND SIGNED BY MANAGEMENT	[]	ALL VOID REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	AUDIT REPORT REVIEWED AND SIGNED BY MANAGER	[]	ALL AUDIT REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION	[]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.	
•	W.	DOCUMENTS/RECEIPTS FOR ALL CASH PAIDOUTS TS.			MUST BE INCLUDED IN THE DSR.	
)MM	ENTS:	
	TOTAL SCALE	PTS.				
SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F						
				-,,		
				-		

SERV EDIT	'ER CHECKOU ED PUNCHES	JT, TIP SHARE &	<u>R</u>	<u>ECOMMENDATIONS</u>
i.	REPORT IS C INCLUDES: RECEIPTS, A AND PROMO	ON ON CHECKOUT COMPLETE AND ALL CREDIT CARD LL GIFT CERTIFICATES DITIONAL COUPONS, RECEIVED FROM SERVER		SERVER CHECKOUTS ARE PERFORMED EACH SHIFT AND REQUIRES MANAGEMENT TO VERIFY SUPPORTING DOCUMENTS PERTAINING TO CHECKOUT SHEET.
gh.	SERVER CHE SIGNED BY I RETAINED 3 30 PTS.	ECKOUT REPORT MANAGEMENT & PERIODS.	[CORPORATE POLICY STATES THAT SERVER CHECKOUTS BE RETAINED FOR THREE PERIODS AND SIGNED BY MANAGEMENT.
3ge	TIP SHARE C SHEET RETA 25 PTS.	ALCULATION INED 3 PERIODS.	Į.] TIP SHARE CALCULATION SHEET MUST BE RETAINED FOR 3 PERIODS.
4	TIP TRAC			ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %.
5. K	FOR 3 YEARS	CH LIST NOT RETAINED S AND NOT SIGNED SE AND MANAGER.	[] THE EDITED PUNCH LIST MUST BE SIGNED BY THE EMPLOYEE WHO'S TIME IS BEING ADJUSTED AND MANAGER & RETAINED 3 YEARS.
on 6.	EDITED PUNC 20 PTS. PER C	CH ACCURACY REVIEW OCCURANCE	[] EDITED PUNCH LIST MUST REFLECT ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.
7. AL	PAYROLL CH WITHIN TWO RETURNED T 25 PTS.	ECKS NOT DISTRIBUTED PAY PERIODS OR O PAYROLL.] (PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.
			COMN	MENTS:
	TOTA	L PTS.	******	
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F		
			***************************************	4

GRA	ADING ADMINISTRATIVE PROCEDURES	RECOMMENDATIONS
I.	EMPLOYEE FILES SHOULD INCLUDE THE FOLLOWING:	EMPLOYEE FILES MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS COMPLETED:
	- ORIENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT	- ORENTATION CHEKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
	- ASSOCIATE APPLICATION FOR EMPLOYMENT	- ASSOCIATE APPLICATION FOR EMPLOYMENT
	- DRUG & ALCOHOL FREE WORKPLACE POLICY	- DRUG & ALCOHOL FREE WORKPLACE POLICY
	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT	SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
	- HAZARD COMMUNICATION TRAINING	- HAZARD COMMUNICATION TRAINING
	- TIP REPORTING ACKNOWLEDGEMENT	- TIP REPORTING ACKNOWLEDGEMENT
	- BLOODBORNE PATHOGENS POLICY	- BLOODBORNE PATHOGENS POLICY
	- ASSOCIATE CONDITIONS OF EMPLOYMENT	- ASSOCIATE CONDITIONS OF EMPLOYMENT
	ONE POINT FOR EACH PERCENTAGE POINT. PTS.	
/ _	EMPLOYEE FILES NOT RETAINED FOR 3 FULL YEARS FROM TERMINATION. 50 PTS.	[] RETENTION FOR EMPLOYEE FILES IS 3 FULL YEARS FROM TERMINATION.
	TOTAL PTS. COMMI	BNTS:
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	

GRADING LIQUOR REPORTS		RECOMMENDATIONS			
1. 0/C	LIQUOR, BEER, & WINE INVOICES NOT RETAINED FOR AT LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS.]]	LIQUOR, BEER, & WINE INVOICES ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS).	
2.	EMPLOYEES WITHOUT LIQUOR PERMITS. PASS/FAIL,	[]	IN THOSE RESTAURANTS WHERE IT IS A REQUIREMENT, ALL SERVERS & BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT.	
	TEXAS ONLY				
/ 1.	PMIX RETAINED FOR AT LEAST FOUR YEARS. 30 PTS.	[1	PMIX REPORTS ARE TO BE RETAINED A MINIMUM OF FOUR YEARS	
2.	POOL FUND NOT COMPLETED IN FULL & RETAINED FOUR YEARS. This includes Pool Fund Financials from Corporate Office and the Manual Calculation done by store Manager. (TEXAS PRIVATE CLUB ONLY). 30 PTS.	ľ]	THE POOL FUND LOG IS TO BE FULLY COMPLETED & RETAINED FOUR YEARS (TEXAS PRIVATE CLUB ONLY).	
3.	30% REPLACEMENT STAMP NOT USED ON PMIX REPORT OR BAR TAPE (TEXAS PRIVATE CLUB ONLY).	[The state of the s	THE 30% REPLACEMENT STAMP IS TO BE USED ON ALL PMIX REPORTS OR BAR JOURNALS IN TEXAS PRIVATE CLUBS.	
4.	"FELONY FOR WEAPONS POSTER" AND "TABC HOTLINE" POSTERS IN BAR AREA OF ALL TEXAS BESTAURANTS. YES NO	[***************************************	IN ORDER TO SATISFY TABC REQUIREMENTS, BOTH POSTERS MUST BE POSTED IN THE BAR AREA OF ALL TEXAS RESTAURANTS.	
(3)	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.	[4	1	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE	
6. 0 tr	TABC LIQUOR STAMP 20 PTS,	[]	ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.	
OK	LIQUOR CHECKS NOT RETAINED FOR A PERIOD OF ONE (1)YEAR. 25 PTS.	[]	LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.	
	TOTAL PTS.	CO	MM:	ENTS: TABC Cat	
;	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	5	· / ·	ed Raza - No condon Ale	

GRADING UNIT SECURITY		RECOMMENDATIONS			
FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS.		[]	ALL ENTRY DOORS MUST REMAIN LOCKED DURING NON-OPERATING HOURS.	
		[]	THE KITCHEN DOOR MUST NEVER REMAIN OPEN UNLESS A MANAGER IS PRESENT.	
OFFICE DOOR UNLOCKED, 25 PTS.	R LEFT OPEN OR	[]	THE OFFICE DOOR SHOULD REMAIN CLOSED & LOCKED AT ALL TIMES.	
		[]	THE DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLESS A MANAGER IS PRESENT.	
SAFE UNLOC	KED (DAY LOCK).	[]	THE SAFE MUST REMAIN LOCKED AT ALL TIMES UNLESS A MANAGER IS CONDUCTING BUSINESS FROM IT.	
IN EXCESS OF BEGINNING E	F \$500 OVER BANK, CASH IN ANY	[]	CASH IN THE REGISTER DRAWER SHOULD BE KEPT TO A MINIMUM. CASH IN OFFICE DRAWER SHOULD BE KEPT TO A MINIMUM.	
TOTAL PTS.		CC	MM	ENTS:	
SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F				
	FRONT, REAL UNLOCKED IS OPERATING KITCHEN DO WITH NO MASO PTS. OFFICE DOO! UNLOCKED, 25 PTS. DETEX ALAR NOT ARMED, 25 PTS. SAFE UNLOCKED, 25 PTS. CASH IN ANY IN EXCESS OF BEGINNING FOR STORY STO	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS. OFFICE DOOR LEFT OPEN OR UNLOCKED, 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED, 25 PTS. SAFE UNLOCKED (DAY LOCK). 50 PTS, CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK, CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS. TOTAL PTS. SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS. OFFICE DOOR LEFT OPEN OR UNLOCKED, 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED, 25 PTS. SAFE UNLOCKED (DAY LOCK). 50 PTS. CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS. TOTAL PTS. CCC SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS. OFFICE DOOR LEFT OPEN OR UNLOCKED, 25 PTS. DETEX ALARM OR PANIC BAR NOT ARMED, 25 PTS. SAFE UNLOCKED (DAY LOCK). 50 PTS. CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. TOTAL PTS. COMM SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D	

EMPLOYEE I-9 FORMS & PROCEDURES		RECOMMENDATIONS	THE GM MUST VERIFY EVERY 1-9 & INITIAL IN THE UPPER RIGHT HAND CORNER. ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.		
jr.	NO GM INITIALS IN THE UPPER RIGHT HAND CORNER. 5 PTS. EACH.	I-9 & INITIAL IN THE UPPER RIGHT			
2. ork	EMPLOYEES WITHOUT AN I-9 ON FILE. 30 PTS.	11/06/86 MUST HAVE AN I-9 ON FILE BEFORE			
3.	EMPLOYEES WITH INCOMPLETE FORMS. 15 PTS.	[] ALL I-9'S MUST BE COMPLETED IN FULL.			
oric.	EMPLOYEES WITH EXPIRED EMPLOYMENT AUTHORIZATION. 15 PTS.	[] ALL INS EMPLO YMENT AUTHORIZATIONS MUST HAVE A FUTURE EXPIRATION DATE.			
5. our	CURRENT EMPLOYEE I-9'S NOT PROPERLY RETAINED. 20 PTS.	[] CURRENT EMPLOYEE I-9'S MUST BE RETAINED IN A 3-RING BINDER IN ALPHABETICAL ORDER.			
6. 9r	TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.	[] TERMINATED I-9'S MUST BE RETAINED ALPHABETICALLY IN A 3-RING BINDER, LABELED & STORED AT THE END OF EACH CALENDAR YEAR.			
J.K	I-9 GUIDEBOOK NOT SIGNED. 0 PTS.	[] ALL MANAGEMENT & HOURLY EMPLOYEES WHO COMPLETE I-9'S AS A REPRESENTATIVE MUST SIGN THE I-9 GUIDEBOOK	K.		
	TOTAL PTS.	COMMENTS:			
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	(NO BONUS)			
A					

LICENSES, PERMITS & POSTERS

HUMAN RESOURCES

5 IN 1 POSTER	YES	NO
SEXUAL HARASSMENT POLICY (FLORIDA, TEXAS, AND NEW YORK		
- SPANISH AND ENGLISH)	YES	NO
PAYDAY LAW	YES	NO
STATE COMPLIANCE KIT	YES	NO
RISK MANAGEMENT POSTERS		
MEDICAL PROVIDER LISTING	YES	NO
MSDS BOOK AND HAZCOMM	YES	NO
ACCIDENT/ INCIDENT HOTLINE POSTER IN OFFICE	YES	NO
MANDATORY FOOTWARE POLICY	YES	NO
MANDATORY FLOOR MAT POLICY	YES	NO
MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)	YES	NO
MANDATORY FLOOR CLEANING		
PROCEDURES POSTER (TUESDAY – SUNDAY)	YES	NO
THE RIGHT TOOLS POSTER	YES	NO
NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS	YES	NO
NOTICE TO WORKERS' COMPENSATION ALL OTHER STATES	YES	NO
TEXAS PAYDAY NOTICE (ENGLISH AND SPANISH)	YES	NO
CHOKING POSTER (ENGLISH AND SPANISH)	YES	NO

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ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YES	NO		
FLOOR CONDITION?	EXCELLENT	GOOD	BAD	(circle one)
ARE QUEST DRUG FORMS AVAILABLE?	YES	NO		

Restaurant Visit Report					
To:			NA		
MANAGEMENT TEAM	YES	NO	CLEAN AND ORGANIZED	YES	โมด
100% Table Visits by MOD			Cleaning systems, bathroom checks		
Managers and Associates use Confident Speak			Sanitation Checklist in use		
Crisp, Logo Uniform, name tag	3-01-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		All food product is dated		***************************************
STANDARDIZED TRAINING			All kitchen equipment clean and good repair		
Server Training Packet used, Tests in Files			All refrigeration has working thermometer, proper temps		-
Alley Rallies happening 2x a day	200000000000000000000000000000000000000	- CONTRACTOR OF THE PERSON OF	Proper hand washing procedures in place	ļ	
Manager Meetings 1 per week, with notes			Hot box has working thermometer, at proper temp		Deckson (Career
CT's for all departments, certificates hung			Lighting / music adjusted and working order		
Flip Charts used for all training			FOH and BOH clean and good repair	***************************************	~~~
Best Practices followed, managers carrying focus cards			Proper water supply (hot & cold) drains work properly		-
STEPS OF SERVICE HIT			Dish machine, soap, sanitizer, and temps correct		тистопи
Service is friendly, all employees smiling	OTTORN TO STREET, ST.	athere is the same of	No food particles on clean plates and utensils	Anticharracyanasana	
Steps of Service nailed	COURSESSMEN		All food bins labeled, covered and clean	***************************************	
Fast Check and Change; lunch within 2 minutes	THE RESERVE THE PERSON NAMED IN	-	No evidence of roaches, flies, insects, or rodents	***************************************	-
Thank You on every guest check	VIII III III III III III III III III II		No cross contamination of food products		
Server contests in place, results posted	COMPANSAGE STOOM		Toxic items, chemicals, labeled & stored properly	Albandara and	
Server scripting nailed			All landscaping pristine, lights, signage working	400	(Control transfers
Leather feature tents used properly		W. P. CHEMINA	AUDIT		3630
Current PEA's posted			Employee files complete, Application, NAD, Advisor		
All menu covers pristine, enough on hand			1-9's correct		TORONOMINE
Proper POP on all tables		*************	Orientation checklist signed off by associate & GM		-
PROPER HOST GREET/SALUTATION			All servers and bartenders have proper license or cert.		
Guests get a friendly greet, proper script			All local food handlers permits on file		
Guests thanked and invited to return	·		bearing of the	atománi mututa a pri	
Proper phone greet, friendly, proper script	***************************************				
Brilliant restrooms, 10 minute checklist in use	-		MOD Name		
SAFETY					
Back door, office locked		Name of the last			
No wet floors, floor mats used			Inspector Name		
Total Score Comments:					
					 1

DECLARATION OF CLAYTON KILLAM

1. My name is Clayton Killam. I am over 21 years old and am in all ways competent to

make this declaration. I am the Senior Director of Internal Audit for Consolidated Restaurant

Operations, Inc. ("CRO"). I have never been convicted of a felony or misdemeanor involving

moral turpitude. I have personal knowledge of the facts stated herein and affirm that they are all

true and correct.

2. I have been Senior Director of Internal Audit since 2003. In my capacity as Senior

Director of Internal Audit, one of my responsibilities was auditing restaurants to ensure

compliance with CRO policies.

3. On January 25, 2007, March 20, 2008, April 22, 2009, and April 19, 2010, I audited the

Silver Fox restaurant in Fort Worth. A true and correct copy of my audit notes for the 2007 audit

is attached hereto as Exhibit A. A true and correct copy of my audit notes for 2008 audit is

attached hereto as Exhibit B. A true and correct copy of my audit notes for 2009 is attached

hereto as Exhibit C. A true and correct copy of my audit notes for 2010 is attached hereto as

Exhibit D.

4. At each audit, I checked to ensure that the federal "5-in-1" poster was posted in the Silver

Fox restaurant. It was located in the area where servers pick up food from the kitchen, right

outside the office, clearly visible to all restaurant staff. The poster informed employees of the

minimum wage at the time of the audit.

5. I ensured that the poster was current and contained the correct minimum wage provision

at each audit. At each audit, I marked off each item with a checklist.

I declare under penalty of perjury that the foregoing is true and correct.

CLAYTÓN KILĹAM, DECLARANT

EXHIBIT

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Revised	UL	EZUU))

ALOHA RESTAURANT

TO: ASIF RAZA FROM: Clayton Killiam SUBJECT: RESTAURANT AUDIT DATE: 1-25-07	AUDIT DATE: 1-25-07 LAST AUDIT: 4-28-05
THE AUDIT OF RESTAURANT # 621 RESPONSE REQUIRED	RESULTED IN A GRADE OF " A " AS FOLLOWS:

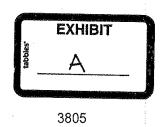
GRADING SCHEDULE

CATEGORIES		CURRENT AUDIT	LAST AUDIT
1.	DEPOSITS	A	A
2.	ALOHA SECURITY	A	<u></u>
3.	RESTAURANT ACCOUNTING	A	A
4.	SERVER CHECKOUTS & TIP SHARE	A	4
5	ADMINISTRATIVE PROCEDURES	A	<u> </u>
6.	LIQUOR REPORTS	<u> </u>	
7.	UNIT SECURITY	A	A
8,	1-9's	A	A
	OVERALL GRADE	A	4

OVERALL GRADING SCALE

3.5	w	4.0	= A
3.0	-	3.49	= B
2.0	-	2.99	= C
1.0	-	1.99	= D
0.0	-	.99	≠ F

Arca Superviso	r Nor G.	Advery
CF	RITICAL FOUR RES	SULTS
Category	Bonus/Fine	Total
Edit Punch	\$0 / \$50 / -\$100	
Admin, Files	\$0 / \$50 / \$100	
Liq. Permits	\$01\$501-\$100	Control our Control of the Control o
I-9's	\$0 / \$50 / -\$100	
r	Total Bonus/Fine	\$
	I-9 BONUS (\$250) TABC BONUS (\$2	YESANC 50) YESANC



GRAI	DING DEPOSITS	RE	CO	MMENDATIONS
I.	DEPOSIT SLIP NOT VERIFIED WITH TWO MANAGER'S INITIALS. 5 PTS. EACH (25 PTS. MAX)	[]	THE DEPOSIT SHOULD BE VERIFIED BY BOTH THE CLOSING & THE OPENING MANAGERS & BOTH SHOULD INITIAL THE DEPOSIT SLIP.
2.	DEPOSIT SLIPS & ARMORED CAR RECEIPTS NOT RETAINED 3 PERIODS. 5 PTS. EACH (25 PTS. MAX)	[]	THE RETENTION PERIOD FOR DEPOSIT SLIPS & ARMORED CAR RECEIPTS IS THREE FULL PERIODS. THEY SHOULD BE KEPT SEPARATELY IN DATE ORDER.
3.	DEPOSIT ACCURACY 25 PTS.]	ALL DEPOSITS MUST BE ACCURATE. NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY, COIN AND CHECKS MUST BE LISTED SEPERATELY.
4.	LATE DEPOSITS 1 LATE = 10 PTS 2 LATE = 20 PTS 3 LATE = 50 PTS	[]	DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.
		CO	MM	ENTS: Deposit must be
			iw	Brook Daky,
	TOTAL PTS.	·—···		·
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F		***	

GRAI	DING ALOHA S	SECURITY	RE	<u>CO</u>	MMENDATIONS
1.		NOT USING OS AT TERMINALS.	[]	SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.
2,	BOX - NOT	MAG CARD BOX CHECKED. I. (40 PTS. MAX)	(]	ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.
3.		RD BATCHES NOT NA DAILY BASIS. // H	(J	CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.
4.	ALOHA EMP 20 PTS.	LOYEE ACCESS]	ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOYEE ROSTER.
	TOT	AL PTS.	CO:	ММ	TENTS:
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F			

RESTAURANT ACCOUNTING				RECOMMENDATIONS			
	AILY ENVEI UST INCLUI			[]	ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.	
٠	5 PTS EA.	ALOHA S	SALES REPORT	[)	ALL EXPENSES & INCOME SHOWN ON THE DAILY SALES REPORT MUST HAVE BACKUP IN THE DAILY ENVELOPE.	
٠	5 PTS EA.		CARD SLIPS AND NSACTION	[)	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE.	
•	5 PTS EA.	VOID REPORT REVIEWED AND SIGNED BY MANAGEMENT]	ALL VOID REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	AUDIT RI AND SIGI MANAGE		[]	ALL AUDIT REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION		[]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.	
•	5 PTS EA.		NTS/RECEIPTS FOR H PAIDOUTS	(]	SUPPORTING DOCUMENTATION MUST BE INCLUDED IN THE DSR.	
	P	rs.	100.				
				CC)MM	ENTS:	
	TOTAL	PTS.					
	<u>SCALE</u> 100-90 = A 89-80 = B		·				
	79-70 69-60	****	С				
	BELOW	/ 60 =	F)	***********		
				_			

SERVER CHECKOUT, TIP SHARE &	
EDITED PUNCHES	

RECOMMENDATIONS INFORMATION ON CHECKOUT [] SERVER CHECKOUTS ARE REPORT IS COMPLETE AND PERFORMED EACH SHIFT AND REQUIRES INCLUDES: ALL CREDIT CARD MANAGEMENT TO VERIFY SUPPORTING RECEIPTS, ALL GIFT CERTIFICATES DOCUMENTS PERTAINING TO CHECKOUT AND PROMOTIONAL COUPONS, SHEET. AND CASH RECEIVED FROM SERVER. 2. SERVER CHECKOUT REPORT] CORPORATE POLICY STATES THAT SIGNED BY MANAGEMENT & V SERVER CHECKOUTS BE RETAINED FOR RETAINED 3 PERIODS. THREE PERIODS AND SIGNED BY 30 PTS. MANAGEMENT. 3. TIP SHARE CALCULATION [] TIP SHARE CALCULATION SHEET SHEET RETAINED 3 PERIODS. MUST BE RETAINED FOR 3 PERIODS. 25 PTS. 4. TIP TRAC / [] ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %. EDITED PUNCH LIST NOT RETAINED [] THE EDITED PUNCH LIST MUST BE FOR 3 YEARS AND NOT SIGNED SIGNED BY THE EMPLOYEE WHO'S TIME BY EMPLOYEE AND MANAGER. IS BEING ADJUSTED AND MANAGER & 50 PTS. RETAINED 3 YEARS. б. EDITED PUNCH ACCURACY REVIEW [] EDITED PUNCH LIST MUST REFLECT 20 PTS. PER OCCURANCE ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.

7. PAYROLL CHECKS NOT DISTRIBUTED WITHIN TWO PAY PERIODS OR V RETURNED TO PAYROLL. 25 PTS.

[] PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.

TOTA	LL PTS.
SCALE	
100-90 89-80	= A = B
79-70 69-60	= C = D
BELOW 60	= F

COMMENTS:

GRA	DING ADMINISTRATIVE PROCEDURES	RECOMMENDATIONS
1.	EMPLOYEE FILES SHOULD INCLUDE THE FOLLOWING:	EMPLOYEE FILES MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS COMPLETED:
	- ORIENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT	ORENTATION CHEKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
	- ASSOCIATE APPLICATION FOR EMPLOYMENT	- ASSOCIATE APPLICATION FOR EMPLOYMENT
	- DRUG & ALCOHOL FREE WORKPLACE POLICY	- DRUG & ALCOHOL FREE WORKPLACE POLICY
	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
	- HAZARD COMMUNICATION TRAINING	- HAZARD COMMUNICATION TRAINING
	- TIP REPORTING ACKNOWLEDGEMENT	- TIP REPORTING ACKNOWLEDGEMENT
	- BLOODBORNE PATHOGENS POLICY	- BLOODBORNE PATHOGENS POLICY
	- ASSOCIATE CONDITIONS OF EMPLOYMENT	- ASSOCIATE CONDITIONS OF EMPLOYMENT
	ONE POINT FOR EACH PERCENTAGE POINT. PTS.	
2.	EMPLOYEE FILES NOT RETAINED FOR 3 FULL YEARS FROM TERMINATION. 50 PTS.	[] RETENTION FOR EMPLOYEE FILES IS 3 FULL YEARS FROM TERMINATION.
	TOTAL PTS. COMMI	ENTS:
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	·

<u>GRA1</u>	DING LIQUOR REPORTS	Ĩ	RECOMMENDATIONS				
I.	LIQUOR, BEER, & WINE INVOICES NOT RETAINED FOR AT LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS.	[]	LIQUOR, BEER, & WINE INVOICES ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS).			
2.	EMPLOYEES WITHOUT LIQUOR PERMITS. PASS/FAIL /00	[]	IN THOSE RESTAURANTS WHERE IT IS A REQUIREMENT, ALL SERVERS & BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT.			
	TEXAS ONLY						
1.	PMIX RETAINED FOR AT LEAST FOUR YEARS. 30 PTS.]	PMIX REPORTS ARE TO BE RETAINED A MINIMUM OF FOUR YEARS			
2.	POOL FUND NOT COMPLETED IN FULL & RETAINED FOUR YEARS. This includes Pool Fund Financials from Corporate Office and the Manual Calculation done by store Manager. (TEXAS PRIVATE CLUB ONLY). 30 PTS.	[]	THE POOL FUND LOG IS TO BE FULLY COMPLETED & RETAINED FOUR YEARS (TEXAS PRIVATE CLUB ONLY).			
3,	30% REPLACEMENT STAMP NOT USED ON PMIX REPORT OR BAR TAPE (TEXAS PRIVATE CLUB ONLY).	{	process	THE 30% REPLACEMENT STAMP IS TO BE USED ON ALL PMIX REPORTS OR BAR JOURNALS IN TEXAS PRIVATE CLUBS.			
4.	"FELONY FOR WEAPONS POSTER" AND "TABC HOTLINE" POSTERS IN BAR AREA OF ALL TEXAS RESTAURANTS. YES NO	[.]	IN ORDER TO SATISFY TABC REQUIREMENTS, BOTH POSTERS MUST BE POSTED IN THE BAR AREA OF ALL TEXA RESTAURANTS.			
5.	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.	[]	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE			
6.	TABC LIQUOR STAMP 20 PTS.	[]	ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.			
7.	LIQUOR CHECKS NOT RETAINED FOR A PERIOD OF ONE (1)YEAR. 25 PTS.	[]	LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.			
	TOTAL PTS.	COMMENTS:					
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F			. 6			

GRAI	DING UNIT SECURITY	RECOMMENDATIONS			
1.	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON-OPERATING HOURS, OR THE	[]	ALL ENTRY DOORS MUST REMAIN LOCKED DURING NON-OPERATING HOURS.	
	KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS.	[)	THE KITCHEN DOOR MUST NEVER REMAIN OPEN UNLESS A MANAGER IS PRESENT.	
2.	OFFICE DOOR LEFT OPEN OR UNLOCKED. 25 PTS.	[]	THE OFFICE DOOR SHOULD REMAIN CLOSED & LOCKED AT ALL TIMES.	
3.	DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS.	[]	THE DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLESS A MANAGER IS PRESENT.	
4.	SAFE UNLOCKED (DAY LOCK). / 50 PTS.	[]	THE SAFE MUST REMAIN LOCKED AT ALL TIMES UNLESS A MANAGER IS CONDUCTING BUSINESS FROM IT.	
5.	CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500.	[]	CASH IN THE REGISTER DRAWER SHOULD BE KEPT TO A MINIMUM. CASH IN OFFICE DRAWER SHOULD BE KEPT TO A MINIMUM.	
	TOTAL PTS.	СО	MM)	ENTS:	
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F				

EMPLOYEE I-9 FORMS & PROCEDURES		RECOMMENDATIONS					
1.	NO GM INITIALS IN THE UPPER RIGHT HAND CORNER. 5 PTS. EACH.	[] THE GM MUST VERIFY EVERY I-9 & INITIAL IN THE UPPER RIGHT HAND CORNER.					
2.	EMPLOYEES WITHOUT AN I-9 ON FILE. 30 PTS.	[] ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.					
3.	EMPLOYEES WITH INCOMPLETE FORMS. 15 PTS.	[] ALL I-9'S MUST BE COMPLETED IN FULL.					
4.	EMPLOYEES WITH EXPIRED EMPLOYMENT AUTHORIZATION. 15 PTS.	[] ALL INS EMPLOYMENT AUTHORIZATIONS MUST HAVE A FUTURE EXPIRATION DATE.					
5.	CURRENT EMPLOYEE I-9'S NOT PROPERLY RETAINED. 20 PTS.	[] CURRENT EMPLOYEE I-9'S MUST BE RETAINED IN A 3-RING BINDER IN ALPHABETICAL ORDER.					
6.	TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.	TERMINATED I-9'S MUST BE RETAINED ALPHABETICALLY IN A 3-RING BINDER, LABELED & STORED AT THE END OF EACH CALENDAR YEAR.					
7.	I-9 GUIDEBOOK NOT SIGNED. 0 PTS.	[] ALL MANAGEMENT & HOURLY EMPLOYEES WHO COMPLETE I-9'S AS A REPRESENTATIVE MUST SIGN THE I-9 GUIDEB	OOK.				
	TOTAL PTS.	COMMENTS:					
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F						

LICENSES, PERMITS & POSTERS

ARE THE FOLLOWING POSTERS UP?

HUMAN RESOURCES

5 IN 1 POSTER	YES	NO
SEXUAL HARASSMENT POLICY (ENGLISH AND SPANISH)	YES_V	NO
PAYDAY LAW	YES	NO
STATE COMPLIANCE KIT	YES	NO
CRO FMLA Poster	YES	NO 1/

RISK

(ENGLISH AND SPANISH)

MANAGEMENT POSTERS		
MEDICAL PROVIDER LISTING	YES	NO
MSDS BOOK AND HAZCOMM	YES	NO
ACCIDENT/ INCIDENT HOTLINE POSTER IN OFFICE	YES	NO.
MANDATORY FOOTWARE POLICY	YES	NO_V
MANDATORY FLOOR MAT POLICY	YES	NO
MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)	YES	NO
MANDATORY FLOOR CLEANING PROCEDURES POSTER (TUESDAY – SUNDAY)	YES	NO
THE RIGHT TOOLS POSTER	YES	NO
NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS	YES	NO
NOTICE TO WORKERS' COMPENSATION ALL OTHER STATES	YES	NO
TEXAS PAYDAY NOTICE (ENGLISH AND SPANISH)	YES	NO 1
CHOKING POSTER (ENGLISH AND SPANISH)	YES	NO

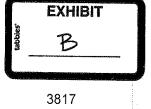
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ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YES	NO	MARINE .	
FLOOR CONDITION?	EXCELLENT	GOOD	BAD	(circle one)
ARE QUEST DRUG FORMS AVAILABLE?	YES	NO	-	

I	Resta	ura	nt Visit Report		
То;			•		
From:					
Date:					
Subject:					
MANAGEMENT/TBAM	YES	NO	CLEAN AND ORGANIZED	YES	See From
100% Table Visits by MOD			Cleaning systems, bathroom checks	A SES	STAT
Managers and Associates use Confident Speak			Sanitation Checklist in use	1	- }
Crisp, Logo Uniform, name tag			All food product is dated		<u> </u>
STANDARDIZED TRAINING			All kitchen equipment clean and good repair	3	
Server Training Packet used, Tests in Files			All refrigeration has working thermometer, proper temps		+
Alley Rallies happening 2x a day	<u> </u>		Proper hand washing procedures in place	<u> </u>	
Manager Meetings 1 per week, with notes			Hot box has working the many procedures in place		<u> </u>
C1's for all departments, certificates hung	·		Hot box has working thermometer, at proper temp Lighting / music adjusted and working order	4	ـــــ
Flip Charts used for all training			FOH and BOH close and read and working order	<u> </u>	<u> </u>
Best Practices followed, managers carrying focus			FOH and BOH clean and good repair		
cards SHEPSOF SERVICE HILL	-		Proper water supply (hot & cold) drains work properly		
Sanga in friendly all			Dish machine, soap, sanitizer, and temps correct	NA	
Service is friendly, all employees smiling			No food particles on clean plates and utensils	1	
Steps of Service nailed			All food bins labeled, covered and clean		
Fast Check and Change; lunch within 2 minutes			No evidence of roaches, flies, insects, or rodents		
Thank You on every guest check			No cross contamination of food products		
Server contests in place, results posted			Toxic items, chemicals, labeled & stored properly		ļ
Server scripting nailed			All landscaping pristine, lights, signage working		- PRINCE NAME OF THE PERSON NAME
Leather feature tents used properly	Monana		AUDIT		
Current PEA's posted			Employee files complete, Application, NAD, Advisor	الموسا	36.
All menu covers pristine, enough on hand	en antonio esta () (1		1-9's correct		ECONY, SCHOOL
Proper POP on all tables		-	Orientation checklist signed off by associate & GM		*************
PROPER HOST GREET/SADUTATION			All servers and bartenders have proper license or		OCHUMANON MANAGEMENT
			cert.		
Guests get a friendly greet, proper script			All local food handlers permits on file		-
Guests thanked and invited to return			DESCRIPTION OF THE PROPERTY OF		
Proper phone greet, friendly, proper script			·		
Brilliant restrooms, 10 minute checklist in use			MOD Name		
SAFETY					
sack door, office locked	7	· COMPAGE			
o wet floors, floor mats used			Inspector Name		
Cotal Score					
<u>Comments:</u>					

Revised 03/2007	ALOHA RE	STAURANT	<u>.</u>	
TO: ASA RAZA FROM: Legts Killen SUBJECT: RESTAURANT AUDIT DATE: 3-30-08		AUDIT DAT LAST AUDI cc:	E: 3-20-08 T: 1-26-07	
THE AUDIT OF RESTAURANT # 621	_RESULTED IN A	GRADE OF " <i>B</i>	" AS FOLLOWS:	
RESPONSE REQUIRED	RESTAURANT V	ISIT SCORE <u>MA</u>		
GRADIN	NG SCHEDULE			
CATEGORIES	CURRENT AUDIT	LAST	AUDIT	
1. DEPOSITS	F	****	A	
2. ALOHA SECURITY	A	Market garage and the second s	<u>A</u>	
3. RESTAURANT ACCOUNTING	A		A	
4. SERVER CHECKOUTS & TIP SHARE	A		A	:
5. ADMINISTRATIVE PROCEDURES	<u>A</u>		A	
6. LIQUOR REPORTS	A	7H-M-1	A	
7. UNIT SECURITY	<u> </u>	· · · · · · · · · · · · · · · · · · ·	A	
8. I-9's	B	Promotophysical company of the Compa	A	
OVERALL GRADE	B 3.3	75"	A	
OVERALL GRADING SCALE	Area Supervisor	NICK GANG		· :
3.5 - 4.0 = A	CRI	FICAL FOUR RES	ULTS	:
3.0 - 3.49 = B	Category	Bonus/Fine	Total	
2.0 - 2.99 = C	Edit Punch	\$0 / \$50 / -\$100		
1.0 - 1.99 = D	Admin. Files	\$0 / \$50 / -\$100	Phone of the windown and the common of the c	
0.099 = F	Liq. Permits	\$0 / \$50 / -\$100		•
	I-9's	\$0 / \$50 / -\$100		
		Total Bonus/Fine	\$	EXHIBIT

I-9 BONUS (\$250) YES / NO



GRADING DEPOSITS		RECO	RECOMMENDATIONS			
1.	DEPOSIT SLIP NOT VERIFIED WITH TWO MANAGER'S INITIALS. 5 PTS. EACH (25 PTS. MAX)	[]	THE DEPOSIT SHOULD BE VERIFIED BY BOTH THE CLOSING & THE OPENING MANAGERS & BOTH SHOULD INITIAL THE DEPOSIT SLIP.			
2.	DEPOSIT SLIPS & ARMORED CARV RECEIPTS NOT RETAINED 3 PERIODS. 5 PTS. EACH (25 PTS. MAX)	[]	THE RETENTION PERIOD FOR DEPOSIT SLIPS & ARMORED CAR RECEIPTS IS THREE FULL PERIODS. THEY SHOULD BE KEPT SEPARATELY IN DATE ORDER.			
3.	DEPOSIT ACCURACY 25 PTS.	[]	ALL DEPOSITS MUST BE ACCURATE. NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY, COIN AND CHECKS MUST BE LISTED SEPERATELY.			
4.	LATE DEPOSITS 1 LATE = 10 PTS 2 LATE = 20 PTS 3 LATE = 50 PTS		DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.			
		COMM	ENTS:			
	TOTAL PTS.					
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F					

<u>GRAI</u>	DING ALOHA SECURITY	RECOMMENDATIONS	
1.	MANAGERS NOT USING SWIPE CARDS AT TERMINALS: 40 PTS.	[] SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.	
2.	MUST USE MAG CARD BOX BOX – NOT CHECKED. 10 PTS EACH. (40 PTS. MAX)	[] ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.	
3.	CREDIT CARD BATCHES NOT SETTLED ON A DAILY BASIS. 25 PTS. EACH	[] CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.	
4.	ALOHA EMPLOYEE ACCESS 20 PTS.	[] ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOY ROSTER.	ΈE
	TOTAL PTS. SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	COMMENTS:	

RESTAURANT ACCOUNTING		RECOMMENDATIONS				
	AILY ENVEL JST INCLUE		[]	ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.	
•	5 PTS EA.	ALOHA SALES REPORT	[]	ALL EXPENSES & INCOME SHOWN ON THE DAILY SALES REPORT MUST HAVE BACKUP IN THE DAILY ENVELOPE.	
•	5 PTS EA.	CREDIT CARD SLIPS AND EDC TRANSACTION REPORT	[bound	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE,	
•	5 PTS EA.	VOID REPORT REVIEWED AND SIGNED BY MANAGEMENT	[]	ALL VOID REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	AUDIT REPORT REVIEWED AND SIGNED BY MANAGER	(. Parameter	ALL AUDIT REPORTS MUST BE REVIEWED AND SIGNED BY A MANAGER.	
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION	[]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.	
•	5 PTS EA.	DOCUMENTS/RECEIPTS FOR ALL CASH PAIDOUTS	-]	SUPPORTING DOCUMENTATION MUST BE INCLUDED IN THE DSR.	
	TOTAI SCALE 100-90 89-80 79-70 69-60 BELOW	= A = B = C = D		DMM	IENTS:	
					3	

	CR CHECKOUT, TIP SHARE & D PUNCHES	<u>R</u>	ECOMMENDATIONS
1.	INFORMATION ON CHECKOUT REPORT IS COMPLETE AND INCLUDES: ALL CREDIT CARD RECEIPTS, ALL GIFT CERTIFICATES AND PROMOTIONAL COUPONS, AND CASH RECEIVED FROM SERVER 35 PTS.		SERVER CHECKOUTS ARE PERFORMED EACH SHIFT AND REQUIRES MANAGEMENT TO VERIFY SUPPORTING DOCUMENTS PERTAINING TO CHECKOUT SHEET.
2.	SERVER CHECKOUT REPORT SIGNED BY MANAGEMENT & RETAINED 3 PERIODS. 30 PTS.	[CORPORATE POLICY STATES THAT SERVER CHECKOUTS BE RETAINED FOR THREE PERIODS AND SIGNED BY MANAGEMENT.
3.	TIP SHARE CALCULATION SHEET RETAINED 3 PERIODS. 25 PTS.] TIP SHARE CALCULATION SHEET MUST BE RETAINED FOR 3 PERIODS.
1.	TIP TRAC	Ţ] ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %.
5.	EDITED PUNCH LIST NOT RETAINED FOR 3 YEARS AND NOT SIGNED BY EMPLOYEE AND MANAGER. 50 PTS.		THE EDITED PUNCH LIST MUST BE SIGNED BY THE EMPLOYEE WHO'S TIME IS BEING ADJUSTED AND MANAGER & RETAINED 3 YEARS.
j.	EDITED PUNCH ACCURACY REVIEW 20 PTS. PER OCCURANCE	**************************************] EDITED PUNCH LIST MUST REFLECT ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.
', '	PAYROLL CHECKS NOT DISTRIBUTE. WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL. 25 PTS.	D [] PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.
	K	COM	IMENTS:
	TOTAL PTS.		
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	**************************************	
		***********	A

GRAI	DING ADMINISTRATIVE PROCEDURES	RECOMMENDATIONS
1.	EMPLOYEE FILES SHOULD INCLUDE THE FOLLOWING:	EMPLOYEE FILES MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS COMPLETED:
	- ORIENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT	- ORENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
	- ASSOCIATE APPLICATION FOR EMPLOYMENT	- ASSOCIATE APPLICATION FOR EMPLOYMENT
	- DRUG & ALCOHOL FREE WORKPLACE POLICY	- DRUG & ALCOHOL FREE WORKPLACE POLICY
	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
	- HAZARD COMMUNICATION TRAINING	- HAZARD COMMUNICATION TRAINING
	- TIP REPORTING ACKNOWLEDGEMENT	- TIP REPORTING ACKNOWLEDGEMENT
	- BLOODBORNE PATHOGENS POLICY	- BLOODBORNE PATHOGENS POLICY
	- ASSOCIATE CONDITIONS OF EMPLOYMENT	- ASSOCIATE CONDITIONS OF EMPLOYMENT
	ONE POINT FOR EACH PERCENTAGE POINTPTS.	
2.	EMPLOYEE FILES NOT RETAINED FOR 3 FULL YEARS FROM TERMINATION. 50 PTS.	[] RETENTION FOR EMPLOYEE FILES IS 3 FULL YEARS FROM TERMINATION.
3.	SERVER TRAINING PACKETS & SCORED EMPLOYEE TESTS	[] SERVER TRAINING PACKETS COMPLETED AND MAINTAINED IN THE EMPLOYEE FILE. [] EMPLOYEE TESTS RETAINED IN EMPLOYEE FILE.
	25 PTS FOR EACH OCCURRENCE	Piles
1.	APPLICANTS' INTERVIEW & TRACKING FORMS.	[] APPLICANTS' INTERVIEW & TRACKING FORMS MAINTAINED IN THE EMPLOYEE FILE. [] EMPLOYEE TESTS RETAINED IN EMPLOYEE FILE.
	25 PTS FOR EACH OCCURRENCE	PEAL.
	TOTAL PTS. COMM	ENTS:
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	

5

GRADING LIQUOR REPORTS		RECOMMENDATIONS					
1.	LIQUOR, BEER, & WINE INVOICES NOT RETAINED FOR AT LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS.	humanel		LIQUOR, BEER, & WINE INVOICES ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS).			
2.	EMPLOYEES WITHOUT LIQUOR PERMITS. PASS/FAIL]	IN THOSE RESTAURANTS WHERE IT IS A REQUIREMENT, ALL SERVERS & BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT.			
	TEXAS ONLY						
1	PMIX RETAINED FOR AT LEAST FOUR YEARS. 30 PTS.	[]	PMIX REPORTS ARE TO BE RETAINED A MINIMUM OF FOUR YEARS			
2.	POOL FUND NOT COMPLETED IN FULL & RETAINED FOUR YEARS. This includes Pool Fund Financials from Corporate Office and the Manual Calculation done by store Manager. (TEXAS PRIVATE CLUB ONLY). 30 PTS.]	THE POOL FUND LOG IS TO BE FULLY COMPLETED & RETAINED FOUR YEARS (TEXAS PRIVATE CLUB ONLY).			
3.	30% REPLACEMENT STAMP NOT USED ON PMIX REPORT OR BAR TAPE (TEXAS PRIVATE CLUB ONLY). 10 PTS.	ľ]	THE 30% REPLACEMENT STAMP IS TO BE USED ON ALL PMIX REPORTS OR BAR JOURNALS IN TEXAS PRIVATE CLUBS.			
4.	"FELONY FOR WEAPONS POSTER" AND "TABC HOTLINE" POSTERS IN BAR AREA OF ALL TEXAS RESTAURANTS. YES NO	[,	IN ORDER TO SATISFY TABC REQUIREMENTS, BOTH POSTERS MUST BE POSTED IN THE BAR AREA OF ALL TEXAS RESTAURANTS.			
5,	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.]	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE			
6.	TABC LIQUOR STAMP 20 PTS	[]	ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.			
7.	LIQUOR CHECKS NOT RETAINED FOR A PERIOD OF ONE (1)YEAR. 25 PTS.	[]	LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.			
TOTAL PTS.		C	OMN	MENTS:			
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F						

GRAD	ING UNIT SECURITY	RECO	<u>MMENDATIONS</u>
Ι.	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE	[]	ALL ENTRY DOORS MUST REMAIN LOCKED DURING NON-OPERATING HOURS.
	KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS.	[]	THE KITCHEN DOOR MUST NEVER REMAIN OPEN UNLESS A MANAGER IS PRESENT.
2.	OFFICE DOOR LEFT OPEN OR UNLOCKED. 25 PTS.	[]	THE OFFICE DOOR SHOULD REMAIN CLOSED & LOCKED AT ALL TIMES.
3.	DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS.	[]	THE DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLESS A MANAGER IS PRESENT.
1.	SAFE UNLOCKED (DAY LOCK). 50 PTS.	[]	THE SAFE MUST REMAIN LOCKED AT ALL TIMES UNLESS A MANAGER IS CONDUCTING BUSINESS FROM IT.
5.	CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS.	[]	CASH IN THE REGISTER DRAWER SHOULD BE KEPT TO A MINIMUM. CASH IN OFFICE DRAWER SHOULD BE KEPT TO A MINIMUM.
	TOTAL PTS.	COMN	MENTS:
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F		
		Letter visit visit and a second	

EMPLOYEE I-9 FORMS & PROCEDURES			RECOMMENDATIONS				
1.	NO GM INITIALS IN THE UPPER RIGHT HAND CORNER. 5 PTS. EACH.	[]	THE GM MUST VERIFY EVERY I-9 & INITIAL IN THE UPPER RIGHT HAND CORNER.				
2.	EMPLOYEES WITHOUT AN I-9 ON FILE. 30 PTS.	[]	ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.				
3.	EMPLOYEES WITH INCOMPLETE FORMS. 15 PTS.	[·]	ALL I-9'S MUST BE COMPLETED IN FULL.				
4.	EMPLOYEES WITH EXPIRED EMPLOYMENT AUTHORIZATION. 15 PTS.	[]	ALL INS EMPLOYMENT AUTHORIZATIONS MUST HAVE A FUTURE EXPIRATION DATE.				
5.	CURRENT EMPLOYEE I-9'S NOT PROPERLY RETAINED. 20 PTS.	[]	CURRENT EMPLOYEE I-9'S MUST BE RETAINED IN A 3-RING BINDER IN ALPHABETICAL ORDER.				
6.	TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.	[]	TERMINATED I-9'S MUST BE RETAINED ALPHABETICALLY IN A 3-RING BINDER, LABELED & STORED AT THE END OF EACH CALENDAR YEAR.				
7.	I-9 GUIDEBOOK NOT SIGNED. 0 PTS.	[]	ALL MANAGEMENT & HOURLY EMPLOYEES WHO COMPLETE I-9'S AS A REPRESENTATIVE MUST SIGN THE I-9 GUIDEBOOK.				
	TOTAL PTS. 85	COMN	MENTS:				
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F						

LICENSES, PERMITS & POSTERS

ARE THE FOLLOWING POSTERS UP?

HUMAN RESOURCES	/	
5 IN 1 POSTER	YES	NO
SEXUAL HARASSMENT POLICY (FLORIDA, TEXAS, AND NEW YORK - SPANISH AND ENGLISH)	YES	NO
PAYDAY LAW	YES	NO
STATE COMPLIANCE KIT	YES	NO
RISK MANAGEMENT POSTERS		
MEDICAL PROVIDER LISTING	YES	NO
MSDS BOOK AND HAZCOMM	YES	NO
ACCIDENT/ INCIDENT HOTLINE POSTER IN OFFICE	YES	NO
MANDATORY FOOTWARE POLICY	YES	NO
MANDATORY FLOOR MAT POLICY	YES	NO
MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)	YES	NO
MANDATORY FLOOR CLEANING PROCEDURES POSTER (TUESDAY – SUNDAY)	YES	NO
THE RIGHT TOOLS POSTER	YES	МО
NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS	YES	NO
NOTICE TO WORKERS' COMPENSATION ALL OTHER STATES	YES	NO
TEXAS PAYDAY NOTICE (ENGLISH AND SPANISH)	YES	NO
CHOKING POSTER (ENGLISH AND SPANISH)	YES	NO

ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YES NO)
FLOOR CONDITION?	EXCELLENT &	OOD BAD (circle one)
ARE QUEST DRUG FORMS AVAILABLE?	YESN) <u></u>

Restaurant Visit Report

То:					
From:					
Date:					
Subject: MANAGEMENT TEAM	VES	NO	CLEAN AND ORGANIZED	YES	NO
	1		Cleaning systems, bathroom checks		
100% Table Visits by MOD Managers and Associates use Confident Speak			Sanitation Checklist in use		
			All food product is dated	,,	
Crisp, Logo Uniform, name tag			All kitchen equipment clean and good repair		
STANDARDIZED TRAINING	-		All refrigeration has working thermometer, proper	/	
Server Training Packet used, Tests in Files		e account	temps		
Alley Rallies happening 2x a day			Proper hand washing procedures in place		
Manager Meetings 1 per week, with notes			Hot box has working thermometer, at proper temp		
CT's for all departments, certificates hung			Lighting / music adjusted and working order		L
Flip Charts used for all training			FOH and BOH clean and good repair		
Best Practices followed, managers carrying focus cards			Proper water supply (hot & cold) drains work properly		
STEPS OF SERVICE HIT			Dish machine, soap, sanitizer, and temps correct		
Service is friendly, all employees smiling			No food particles on clean plates and utensils		
Steps of Service nailed		and the common and	All food bins labeled, covered and clean	1/	
Fast Check and Change; lunch within 2 minutes	1		No evidence of roaches, flies, insects, or rodents	/	
Thank You on every guest check			No cross contamination of food products		
Server contests in place, results posted			Toxic items, chemicals, labeled & stored properly		
Server scripting nailed	and harmonian		All landscaping pristine, lights, signage working		
Leather feature tents used properly			AUDIT		
		_	Employee files complete, Application, NAD, Advisor	17	
Current PEA's posted All menu covers pristine, enough on hand			I-9's correct	1	
Proper POP on all tables	-		Orientation checklist signed off by associate & GM		
			All servers and bartenders have proper license or		
PROPER HOST GREET/SALUTATION			cert,	<u> </u>	
Guests get a friendly greet, proper script			All local food handlers permits on file	<u> </u>	
Guests thanked and invited to return	and journey and				
Proper phone greet, friendly, proper script					
Brilliant restrooms, 10 minute checklist in use			MOD Name		
SAFETY					
Back door, office locked					
No wet floors, floor mats used			Inspector Name		·····
Total Score Comments:	- mangana saman da	***************************************			

Revised 03/2009 TO: ASIA RAZA: FROM: Charles Killen SUBJECT: RESTAURANT AUDIT DATE: 4-21-09	ALOHA RES	TAURANT AUDIT DATE: 4-22-09 LAST AUDIT: 3-20-08
THE AUDIT OF RESTAURANT # 66/		
GRADIT	NG SCHEDULE	
CATEGORIES 1. DEPOSITS 2. ALOHA SECURITY 3. RESTAURANT ACCOUNTING 4. SERVER CHECKOUTS & TIP SHARE 5. ADMINISTRATIVE PROCEDURES 6. LIQUOR REPORTS 7. UNIT SECURITY 8. 1-9's OVERALL GRADE	CURRENT AUDIT A A A B A B A B A B A B A B A B A	LAST AUDIT A A A B B
OVERALL GRADING SCALE 3.5 - 4.0 = A 3.0 - 3.49 = B 2.0 - 2.99 = C 1.0 - 1.99 = D 0.099 = F	Area Supervisor	ICAL FOUR RESULTS Bonus/Fine Total 50/\$50/-\$100 50/\$50/-\$100 50/\$50/-\$100 Total Bonus/Fine \$ PBONUS (\$250) YES/NO

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3829

GRADING DEPOSITS		RECOMMENDATIONS				
1.	DEPOSIT SLIP NOT VERIFIED WITH TWO MANAGER'S INITIALS. 5 PTS. EACH (25 PTS. MAX)		}	THE DEPOSIT SHOULD BE VERIFIED BY BOTH THE CLOSING & THE OPENING MANAGERS & BOTH SHOULD INITIAL THE DEPOSIT SLIP.		
2.	DEPOSIT SLIPS & ARMORED CAR RECEIPTS NOT RETAINED 3 PERIODS. 5 PTS. EACH (25 PTS. MAX)]	THE RETENTION PERIOD FOR DEPOSIT SLIPS & ARMORED CAR RECEIPTS IS THREE FULL PERIODS. THEY SHOULD BE KEPT SEPARATELY IN DATE ORDER.		
3.	DEPOSIT ACCURACY 25 PTS.]	ALL DEPOSITS MUST BE ACCURATE. NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY COIN AND CHECKS MUST BE LISTED SEPERATELY.		
4.	LATE DEPOSITS 1 LATE = 10 PTS 2 LATE = 20 PTS 3 LATE = 50 PTS	لسيحا	· remain	DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.		
		CC	MM	ENTS: 8 LATE DEPOSITS		
	TOTAL PTS.		***************************************			
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F					

GRADING ALOHA SECURITY		RECOMMENDATIONS					
ι,	MANAGERS N SWIPE CARDS 40 PTS.	OT USING AT TERMINAL	s.		SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.		
2.	MUST USE MA BOX – NOT CH 10 PTS EACH.	IECKED.		[]	ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.		
3.		BATCHES NOT A DAILY BASIS		ement (CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.		
.	ALOHA EMPL 20 PTS.	oyee access		[]	ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOYEE ROSTER.		
	TOTA	L PTS.		COMM	ENTS:		
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F					
					•		
					·		

RI	STAURANT	ACCOUNTING	R	ECO:	<u>MMENDATIONS</u>
	ILY ENVELO IST INCLUD				ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.
•	5 PTS EA.	CREDIT CARD SLIPS AND EDC TRANSACTION REPORT	[]	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE.
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION	[]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.
•	10 PTS EA.	DOCUMENTS/RECEIPTS FOR ALL CASH PAIDOUTS	[)	SUPPORTING DOCUMENTATION MUST BE INCLUDED IN THE DSR.
	TOTAL SCALE 100-90 89-80 79-70 69-60 BELOV	= A = B = C = D	C		RECEIPTS missing from DSR

	R CHECKOUT, D PUNCHES	TIP SHARE &	<u>R</u>]	ECOMMENDATIONS
1.	REPORT IS COUNTY INCLUDES: ALL RECEIPTS, ALL AND PROMOTE	ON CHECKOUT MPLETE AND L CREDIT CARD GIFT CERTIFICATES ONAL COUPONS, CEIVED FROM SERVER.	Grand .] SERVER CHECKOUTS ARE PERFORMED EACH SHIFT AND REQUIRES MANAGEMENT TO VERIFY SUPPORTING DOCUMENTS PERTAINING TO CHECKOUT SHEET.
2.	SERVER CHEC SIGNED BY MA RETAINED 3 PI 30 PTS.	ANAGEMENT &	[] CORPORATE POLICY STATES THAT SERVER CHECKOUTS BE RETAINED FOR THREE PERIODS AND SIGNED BY MANAGEMENT.
3.	TIP SHARE CA SHEET RETAIN 25 PTS.	lculation $\mathbb{P}^{\mathbb{N}}$	[TIP SHARE CALCULATION SHEET MUST BE RETAINED FOR 3 PERIODS.
4.	TIP TRAC	•	t _{read}] ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %.
5.	FOR 3 YEARS	H LIST NOT RETAINED AND NOT SIGNED V B AND MANAGER.	نسك	THE EDITED PUNCH LIST MUST BE SIGNED BY THE EMPLOYEE WHO'S TIME IS BEING ADJUSTED AND MANAGER & RETAINED 3 YEARS.
6.	EDITED PUNC 20 PTS. PER OC	H ACCURACY REVIEW CCURANCE	[] EDITED PUNCH LIST MUST REFLECT ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.
7.		ECKS NOT DISTRIBUTED PAY PERIODS OR PAYROLL.	[] PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.
		A	COM	MMENTS:
			.,	
	TOTA	<u>L PTS.</u>	***********	
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F		
				4

GRADING ADMINISTRATIVE PROCEDURES RECOMMENDATIONS

	EMPLOYEE FILES SHOULD INCLUDE THE FOLLOWING:		APLOYEE FILES MUST INCLUDE ALL OF IE FOLLOWING DOCUMENTS COMPLETED:
	ORIENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT	~	ORENTATION CHECKLIST SIGNED BY THE EMPLOYEE AND MANAGEMENT
	- ASSOCIATE APPLICATION FOR EMPLOYMENT	-	ASSOCIATE APPLICATION FOR EMPLOYMENT
	- DRUG & ALCOHOL FREE WORKPLACE POLICY	-	DRUG & ALCOHOL FREE WORKPLACE POLICY
	- SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT	-	SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE OF SEXUAL HARASSMENT
	- HAZARD COMMUNICATION TRAINING	-	HAZARD COMMUNICATION TRAINING
	- TIP REPORTING ACKNOWLEDGEMENT		TIP REPORTING ACKNOWLEDGEMENT
	- BLOODBORNE PATHOGENS POLICY	-	BLOODBORNE PATHOGENS POLICY
	- ASSOCIATE CONDITIONS OF EMPLOYMENT	-	ASSOCIATE CONDITIONS OF EMPLOYMENT
	ONE POINT FOR EACH PERCENTAGE POINTPTS.		
2.	EMPLOYEE FILES NOT RETAINED FOR 3 FULL YEARS FROM TERMINATION. 50 PTS.	Ī] RETENTION FOR EMPLOYEE FILES IS 3 FULL YEARS FROM TERMINATION.
3.	SERVER TRAINING PACKETS & SCORED EMPLOYEE TESTS](] SERVER TRAINING PACKETS COMPLETED AND MAINTAINED IN THE EMPLOYEE FILE.] EMPLOYEE TESTS RETAINED IN EMPLOYEE FILE.
	25 PTS FOR EACH OCCURRENCE		
4.	APPLICANTS' INTERVIEW & TRACKING FORMS.] [J APPLICANTS' INTERVIEW & TRACKING FORMS MAINTAINED IN THE EMPLOYEE FILE. J EMPLOYEE TESTS RETAINED IN EMPLOYEE FILE.
	25 PTS FOR EACH OCCURRENCE		FILE.
	TOTAL PTS. SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	IEN	TTS:
AUDIT	REVISED 03_09.DOC	_	

GRADING LIQUOR REPORTS			RECOMMENDATIONS					
1.	LIQUOR, BEER, & WINE INVOICES NOT RETAINED FOR AT LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS.	[Person	LIQUOR, BEER, & WINE INVOICES ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS).				
2.	EMPLOYEES WITHOUT LIQUOR PERMITS. PASS/FAIL	ſ.	, manager of the state of the s	IN THOSE RESTAURANTS WHERE IT IS A REQUIREMENT, ALL SERVERS & BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT.				
	TEXAS ONLY							
1.	PMIX RETAINED FOR AT LEAST FOUR YEARS. 30 PTS.	[]	PMIX REPORTS ARE TO BE RETAINED A MINIMUM OF FOUR YEARS				
2.	POOL FUND NOT COMPLETED IN FULL & RETAINED FOUR YEARS. This includes Pool Fund Financials from Corporate Office and the Manual Calculation done by store Manager. (TEXAS PRIVATE CLUB ONLY). 30 PTS.		,	THE POOL FUND LOG IS TO BE FULLY COMPLETED & RETAINED FOUR YEARS (TEXAS PRIVATE CLUB ONLY).				
3.	30% REPLACEMENT STAMP NOT USED ON PMIX REPORT OR BAR TAPE (TEXAS PRIVATE CLUB ONLY). 10 PTS.	l'acceptant de la constant de la con]	THE 30% REPLACEMENT STAMP IS TO BE USED ON ALL PMIX REPORTS OR BAR JOURNALS IN TEXAS PRIVATE CLUBS.				
4.	"FELONY FOR WEAPONS POSTER" AND "TABC HOTLINE" POSTERS IN BAR AREA OF ALL TEXAS RESTAURANTS. YES NO			IN ORDER TO SATISFY TABC REQUIREMENTS, BOTH POSTERS MUST BE POSTED IN THE BAR AREA OF ALL TEXAS RESTAURANTS.				
5.	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.	[]	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE				
6.	TABC LIQUOR STAMP 20 PTS.	Surrent]	ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.				
7.	LIQUOR CHECKS NOT RETAINED FOR A PERIOD OF ONE (1)YEAR. 25 PTS.	[]	LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.				
TOTAL PTS.			MMC	MENTS:				
	<u>SCALE</u> 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F							

GRADING UNIT SECURITY			RECOMMENDATIONS					
İ.	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE	[]	ALL ENTRY DOORS MUST REMAIN LOCKED DURING NON-OPERATING HOURS.				
	KITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. 50 PTS.		powers	THE KITCHEN DOOR MUST NEVER REMAIN OPEN UNLESS A MANAGER IS PRESENT.				
2.	OFFICE DOOR LEFT OPEN OR UNLOCKED. 25 PTS.	(Ì	THE OFFICE DOOR SHOULD REMAIN CLOSED & LOCKED AT ALL TIMES.				
3.	DETEX ALARM OR PANIC BAR NOT ARMED. 25 PTS.	· harmoni	parametry	THE DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLESS A MANAGER IS PRESENT.				
4.	SAFE UNLOCKED (DAY LOCK). 50 PTS.	[]	THE SAFE MUST REMAIN LOCKED AT ALL TIMES UNLESS A MANAGER IS CONDUCTING BUSINESS FROM IT.				
5.	CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS.	·]	CASH IN THE REGISTER DRAWER SHOULD BE KEPT TO A MINIMUM. CASH IN OFFICE DRAWER SHOULD BE KEPT TO A MINIMUM.				
	TOTAL PTS. 15	C	OMM	IENTS: BACK Darn D.E. Theye.				
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F	-	11.	The water was a second of the				
		Herm	······································					

EMPLOYEE I-9 FORMS & PROCEDURES			RECOMMENDATIONS						
1.	NO GM INITIA RIGHT HAND 5 PTS. EACH.	ALS IN THE UPPER CORNER.]	THE GM MUST VERIFY EVERY I-9 & INITIAL IN THE UPPER RIGHT HAND CORNER.				
2.	EMPLOYEES TILE. 35 PTS.	without an 1-9 on	[]	ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.				
3.	EMPLOYEES FORMS. 35 PTS.	WITH INCOMPLETE	[]	ALL I-9'S MUST BE COMPLETED IN FULL.				
4.		WITH EXPIRED IT AUTHORIZATION.		1	ALL INS EMPLOYMENT AUTHORIZATIONS MUST HAVE A FUTURE EXPIRATION DATE.				
5.	CURRENT EM PROPERLY R 20 PTS.	1PLOYEE I-9'S NOT ETAINED.	lament.]	CURRENT EMPLOYEE I-9'S MUST BE RETAINED IN A 3-RING BINDER IN ALPHABETICAL ORDER.				
6.	TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.		[]	TERMINATED I-9'S MUST BE RETAINED ALPHABETICALLY IN A 3-RING BINDER, LABELED & STORED AT THE END OF EACH CALENDAR YEAR.				
7.	I-9 GUIDEBO	OK NOT SIGNED.]	ALL MANAGEMENT & HOURLY EMPLOYEES WHO COMPLETE I-9'S AS A REPRESENTATIVE MUST SIGN THE I-9 GUIDEBOOK.				
	<u>TOT</u>	AL PTS.	CC	MM	MENTS: 1006				
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F							

Υ.	ICENSES.	PERMITS	D	POSTERS	ì

ARE THE FOLLOWING POSTERS UP?		
HUMAN RESOURCES	/	/
5 IN 1 POSTER	YES	NO
SEXUAL HARASSMENT POLICY (FLORIDA, TEXAS, AND NEW YORK - SPANISH AND ENGLISH)	YES	NO
PAYDAY LAW	YES	NO
STATE COMPLIANCE KIT	YES	NO
RISK MANAGEMENT POSTERS		
MEDICAL PROVIDER LISTING	YES	NO
MSDS BOOK AND HAZCOMM	YES	NO
ACCIDENT/ INCIDENT HOTLINE POSTER IN OFFICE	YES	NO
MANDATORY FOOTWARE POLICY	YES	NO
MANDATORY FLOOR MAT POLICY	YES	NO
MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)	YES	NO
MANDATORY FLOOR CLEANING PROCEDURES POSTER (TUESDAY – SUNDAY)	YES	NO
THE RIGHT TOOLS POSTER	YES	NO
NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS	YES	NO
NOTICE TO WORKERS' COMPENSATION	YES U	NO

SPANISH)

SPANISH)

TEXAS PAYDAY NOTICE (ENGLISH AND

YES.

CHOKING POSTER (ENGLISH AND

ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YES	NO	
FLOOR CONDITION?	EXCELLENT	GOOD BAD	(circle one)
ARE QUEST DRUG FORMS AVAILABLE?	YES	NO	

R	estai	ıran	t Visit Report		
То:					
From:					
Date:					
Subject:		Commence of the Commence of th		7000000000000000000000000000000000000	quanaman
MANAGEMENT TEAM	YES	NO	CLEAN AND ORGANIZED	YES	NO
100% Table Visits by MOD			Cleaning systems, bathroom checks		
Managers and Associates use Confident Speak			Sanitation Checklist in use		
Crisp, Logo Uniform, name tag			All food product is dated		
STANDARDIZED TRAINING			All kitchen equipment clean and good repair		
Server Training Packet used, Tests in Files			All refrigeration has working thermometer, proper temps		
Alley Rallies happening 2x a day			Proper hand washing procedures in place		
Manager Meetings 1 per week, with notes			Hot box has working thermometer, at proper temp	Luxin	
CT's for all departments, certificates hung			Lighting / music adjusted and working order		
Flip Charts used for all training			FOH and BOH clean and good repair		
Best Practices followed, managers carrying focus cards			Proper water supply (hot & cold) drains work properly		
STEPS OF SERVICE HIT	-		Dish machine, soap, sanitizer, and temps correct	ale manufacture of the same	
Service is friendly, all employees smiling			No food particles on clean plates and utensils	and the same of th	
Steps of Service nailed			All food bins labeled, covered and clean	1	as executarious bias abad
Fast Check and Change; lunch within 2 minutes	+		No evidence of roaches, flies, insects, or rodents	and the second	
Thank You on every guest check	-		No cross contamination of food products	grand of the same	
Server contests in place, results posted	-		Toxic items, chemicals, labeled & stored properly	And the same of th	e lumomomente (
Server scripting nailed	and and the second		All landscaping pristine, lights, signage working		
Leather feature tents used properly			AUDIT		
Current PEA's posted		-	Employee files complete, Application, NAD, Advisor		
All menu covers pristine, enough on hand	╁┈┈		1-9's correct		
Proper POP on all tables			Orientation checklist signed off by associate & GM		
PROPER HOST GREET/SALUTATION			All servers and bartenders have proper license or cert.		
Guests get a friendly greet, proper script			All local food handlers permits on file		
Guests thanked and invited to return			Control of the Contro		<i>(4.0)</i>
Proper phone greet, friendly, proper script					
Brilliant restrooms, 10 minute checklist in use			MOD Name		
SAFETY					
Back door, office locked					
No wet floors, floor mats used			Inspector Name		
Total Score					
Comments:				unddonsin kalabanin o'r	
<u>L</u>					***************************************

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_							
TO: COLIA KOLIA FROM: CANTON TOO SUBJECT: RESTAURANT AUDIT DATE: M-19-10	Z	AUDIT DATE:_LAST AUDIT: _	4/0/90/2 4/02200				
THE AUDIT OF RESTAURANT # 62/ RESPONSE REQUIRED	_ RESULTED IN A GR RESTAURANT VISI		FOLLOWS:				
GRADING SCHEDYILE							

C.	ATEGORIES	CURRENT AUDIT	LAST AUDIT
1.	DEPOSITS	A	F.
2.	ALOHA SECURITY	A	A
3,	RESTAURANT ACCOUNTING	A	R
4.	SERVER CHECKOUTS & TIP SHARE	A	<u> </u>
5.	ADMINISTRATIVE PROCEDURES	F	A
6.	LIQUOR REPORTS	F	A
7,	UNIT SECURITY		R
8.	I-9's		A
	OVERALL GRADE	<u>C 2.25</u>	B

OVERALL GRADING SCALE

$$3.5$$
 - 4.0 = A
 3.0 - 3.49 = B
 2.0 - 2.99 = C
 1.0 - 1.99 = D
 0.0 - $.99$ = F

Area Supervisor NICK CANUTY CRITICAL FOUR RESULTS Category Grade Edit Punch Admin. Files Liq. Permits I-9's

GRADING DEPOSITS		RECOMMENDATIONS						
1.	DEPOSIT SLIP NOT VERIFIED WITH TWO MANAGER'S INITIALS. 5 PTS. EACH (25 PTS. MAX)	[J	THE DEPOSIT SHOULD BE VERIFIED BY BOTH THE CLOSING & THE OPENING MANAGERS & BOTH SHOULD INITIAL THE DEPOSIT SLIP.				
2.	DEPOSIT SLIPS & ARMORED CAR RECEIPTS NOT RETAINED 3 PERIODS. 5 PTS. EACH (25 PTS. MAX)	[]	THE RETENTION PERIOD FOR DEPOSIT SLIPS & ARMORED CAR RECEIPTS IS THREE FULL PERIODS. THEY SHOULD BE KEPT SEPARATELY IN DATE ORDER.				
3.	DEPOSIT ACCURACY / 25 PTS.	[]	ALL DEPOSITS MUST BE ACCURATE. NO DEPOSIT MAY BE "ROUNDED OFF". ALL CURRENCY, COIN AND CHECKS MUST BE LISTED SEPERATELY.				
4.	LATE DEPOSITS 1 LATE = 10 PTS 2 LATE = 20 PTS 3 LATE = 50 PTS	inned]	DEPOSITS ARE TO BE MADE DAILY PRIOR TO 2:00PM.				
		CO)MM)	ENTS:				
	TOTAL PTS.	_	***************************************					
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D BELOW 60 = F							
				1				

GRA	DING ALOHA	SECURITY	Ē	ŒCC	<u>DMMENDATIONS</u>				
1.	MANAGERS SWIPE CARI 40 PTS.	NOT USING DS AT TERMINALS.	[]	SWIPE CARDS MUST BE USED AS A SECURITY MEASURE AGAINST THEFT.				
2.	BOX - NOT (AAG CARD BOX CHECKED. I. (40 PTS. MAX)	[]	ALL EMPLOYEES WHO HAVE ACCESS TO THE ALOHA SYSTEM MUST USE MAG CARDS WHEN ACCESSING THE ALOHA SYSTEM.				
3,	CREDIT CAR SETTLED ON 25 PTS. EACH	D BATCHES NOT I A DAILY BASIS.	[]	CREDIT CARD BATCHED MUST BE SETTLED AT THE END OF EACH DAY'S BUSINESS.				
4.	ALOHA EMP. 20 PTS.	LOYEE ACCESS	[]	ALOHA EMPLOYEE ACCESS LIST MUST BE CURRENT AND MATCH THE ACTIVE EMPLOYEE ROSTER.				
	TOTAL PTS.			COMMENTS:					
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= A = B = C = D = F							
									

RESTAURANT ACCOUNTING				RECOMMENDATIONS					
DAILY ENVELOPES MUST INCLUDE:					ALL DAILY ENVELOPES MUST BE SUBMITTED TO THE CORPORTATE OFFICE.				
•	5 PTS EA.	CREDIT CARD SLIPS AND EDC TRANSACTION REPORT	Į]	THE EDC REPORT MUST BE RUN FOR THE CORRECT DAY'S BUSINESS & PLACED IN THE DAILY ENVELOPE.				
•	5 PTS EA.	GIFT CERTIFICATES NOT VOIDED AT THE TIME OF REDEMPTION	[]	ALL OFF LINE GIFT CERTIFICATES AND VIP CARDS SHOULD BE VOIDED AT THE TIME OF REDEMPTION.				
•	10 PTS EA.	DOCUMENTS/RECEIPTS FOR ALL CASH PAIDOUTS	[]	SUPPORTING DOCUMENTATION MUST BE INCLUDED IN THE DSR.				
	P7	rs. V							
			C	OMM	IENTS:				
	TOTAL	PTS.	-						
	SCALE 100-90 89-80 79-70 69-60 BELOW	= A = B = C = D							
			Barly regionalists						

	ER CHECKOUT, TIP SHARE &					
EDITED PUNCHES			RECOMMENDATIONS			
1.	INFORMATION ON CHECKOUT REPORT IS COMPLETE AND INCLUDES: ALL CREDIT CARD RECEIPTS, ALL GIFT CERTIFICATES AND PROMOTIONAL COUPONS, AND CASH RECEIVED FROM SERVER. 35 PTS.	[SERVER CHECKOUTS ARE PERFORMED EACH SHIFT AND REQUIRES MANAGEMENT TO VERIFY SUPPORTING DOCUMENTS PERTAINING TO CHECKOUT SHEET.			
2.	SERVER CHECKOUT REPORT SIGNED BY MANAGEMENT & RETAINED 3 PERIODS. 30 PTS.	[CORPORATE POLICY STATES THAT SERVER CHECKOUTS BE RETAINED FOR THREE PERIODS AND SIGNED BY MANAGEMENT.			
3.	TIP SHARE CALCULATION (1) SHEET RETAINED 3 PERIODS. 25 PTS.	Ţ] TIP SHARE CALCULATION SHEET MUST BE RETAINED FOR 3 PERIODS.			
4.	TIP TRAC		ALL EMPLOYEES MUST SIGN TRAC REPORT WHEN RECEIVING PAYROLL CHECK. MANAGER WILL DOCUMENT AND COUNSEL THE (2) EMPLOYEES WITH THE LOWEST CASH TIP %.			
5.	EDITED PUNCH LIST NOT RETAINED FOR 3 YEARS AND NOT SIGNED BY EMPLOYEE AND MANAGER. 50 PTS.	Locard] THE EDITED PUNCH LIST MUST BE SIGNED BY THE EMPLOYEE WHO'S TIME IS BEING ADJUSTED AND MANAGER & RETAINED 3 YEARS.			
5.	EDITED PUNCH ACCURACY REVIEW 20 PTS. PER OCCURANCE	[-] EDITED PUNCH LIST MUST REFLECT ACCURATE JOB CODE, TIME IN/OUT, RATE OF PAY, AND TIP DECLARATION.			
7.	PAYROLL CHECKS NOT DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL. 25 PTS.	[PAYROLL CHECKS MUST BE DISTRIBUTED WITHIN TWO PAY PERIODS OR RETURNED TO PAYROLL IN THE ENVELOPE PROVIDED.			
	co	MN	MENTS:			
	TOTAL PTS.					
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D					

BELOW 60

GRADING ADMINISTRATIVE PROCEDURES RECOMMENDATIONS 1. EMPLOYEE FILES SHOULD EMPLOYEE FILES MUST INCLUDE ALL OF INCLUDE THE FOLLOWING: THE FOLLOWING DOCUMENTS COMPLETED: ORIENTATION CHECKLIST ORENTATION CHECKLIST SIGNED BY SIGNED BY THE EMPLOYEE THE EMPLOYEE AND MANAGEMENT AND MANAGEMENT ASSOCIATE APPLICATION FOR ASSOCIATE APPLICATION FOR **EMPLOYMENT EMPLOYMENT** DRUG & ALCOHOL FREE DRUG & ALCOHOL FREE WORKPLACE WORKPLACE POLICY POLICY SEXUAL HARASSMENT POLICY SEXUAL HARASSMENT POLICY AGREEMENT & ZERO TOLERANCE AGREEMENT & ZERO TOLERANCE OF OF SEXUAL HARASSMENT SEXUAL HARASSMENT HAZARD COMMUNICATION - HAZARD COMMUNICATION TRAINING TRAINING TIP REPORTING TIP REPORTING ACKNOWLEDGEMENT ACKNOWLEDGEMENT **BLOODBORNE PATHOGENS** BLOODBORNE PATHOGENS POLICY POLICY ASSOCIATE CONDITIONS OF ASSOCIATE CONDITIONS OF **EMPLOYMENT EMPLOYMENT** ONE POINT FOR EACH PERCENTAGE POINT. 30 PTS. 2. **EMPLOYEE FILES NOT RETAINED** [] RETENTION FOR EMPLOYEE FILES IS FOR 3 FULL YEARS FROM 3 FULL YEARS FROM TERMINATION. TERMINATION. 50 PTS. 3. SERVER TRAINING PACKETS & SCORED [SERVER TRAINING PACKETS COMPLETED **EMPLOYEE TESTS** AND MAINTAINED IN THE EMPLOYEE FILE.] EMPLOYEE TESTS RETAINED IN EMPLOYEE FILE. 25 PTS FOR EACH OCCURRENCE APPLICANTS' INTERVIEW & TRACKING [] APPLICANTS' INTERVIEW & TRACKING FORMS 4. FORMS. MAINTAINED IN THE EMPLOYEE FILE. [] EMPLOYEE TESTS RETAINED IN EMPLOYEE 30 FILE. 25 PTS FOR EACH OCCURRENCE TOTAL PTS. COMMENTS: SA EMPS **SCALE** ARBITRATION 100-90 = A 89-80 = B79-70 = C69-60 = DBELOW 60 = F

GRAI	DING LIQUOR REPORTS	Ĩ	ŒC	OMMENDATIONS .
1.	LIQUOR, BEER, & WINE INVOICES NOT RETAINED FOR AT LEAST TWO YEARS (TEXAS = FOUR YEARS). 30 PTS.	[]	LIQUOR, BEER, & WINE INVOICES ARE TO BE RETAINED A MINIMUM OF TWO YEARS (TEXAS = FOUR YEARS).
2.	EMPLOYEES WITHOUT LIQUOR PERMITS. PASS/FAIL	i i	χ_1	IN THOSE RESTAURANTS WHERE IT IS A REQUIREMENT, ALL SERVERS & BARTENDERS ARE REQUIRED TO HAVE A LIQUOR PERMIT.
	TEXAS ONLY			
1.	PMIX RETAINED FOR AT LEAST FOUR YEARS. 30 PTS.	[]	PMIX REPORTS ARE TO BE RETAINED A MINIMUM OF FOUR YEARS
2.	POOL FUND NOT COMPLETED IN FULL & RETAINED FOUR YEARS. This includes Pool Fund Financials from Corporate Office and the Manual Calculation done by store Manager. (TEXAS PRIVATE CLUB ONLY). 30 PTS.	[J	THE POOL FUND LOG IS TO BE FULLY COMPLETED & RETAINED FOUR YEARS (TEXAS PRIVATE CLUB ONLY).
3.	30% REPLACEMENT STAMP NOT USED ON PMIX REPORT OR BAR TAPE (TEXAS PRIVATE CLUB ONLY). 10 PTS.	[femal	THE 30% REPLACEMENT STAMP IS TO BE USED ON ALL PMIX REPORTS OR BAR JOURNALS IN TEXAS PRIVATE CLUBS.
4.	"FELONY FOR WEAPONS POSTER" AND "TABC HOTLINE" POSTERS IN BAR AREA OF ALL TEXAS RESTAURANTS, YES NO	turned.	1	IN ORDER TO SATISFY TABC REQUIREMENTS, BOTH POSTERS MUST BE POSTED IN THE BAR AREA OF ALL TEXA RESTAURANTS.
5,	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE. 50 PTS.	[]	EMPLOYEES MUST HAVE TABC CERTIFICATION WITHIN 30 DAYS OF HIRE
6.	TABC LIQUOR STAMP 20 PTS.	[, many	ALL LIQUOR BOTTLES MUST HAVE A TABC LIQUOR STAMP.
7.	LIQUOR CHECKS NOT RETAINED FOR A PERIOD OF ONE (1)YEAR. 25 PTS.	[]	LIQUOR CHECKS MUST BE RETAINED FOR A PERIOD OF ONE (1) YEAR.
	TOTAL PTS.	CC	OMM	ENTS: GM Colin Kelley
	SCALE 100-90 = A 89-80 = B 79-70 = C 69-60 = D		<u> </u>	ENTS: GM Colin Kelley TABC Ammir.

GRADING UNIT SECURITY			<u>R</u>	RECOMMENDATIONS				
1.	FRONT, REAR, AND SIDE ENTRIES UNLOCKED DURING NON- OPERATING HOURS, OR THE			1]	ALL ENTRY DOORS MUST REMAIN LOCKED DURING NON-OPERATING HOURS.		
	KITCHEN D	OOR LEF	T OPEN	[]	THE KITCHEN DOOR MUST NEVER REMAIN OPEN UNLESS A MANAGER IS PRESENT.		
2.	OFFICE DOC UNLOCKED. 25 PTS.		OPEN OR	·]	THE OFFICE DOOR SHOULD REMAIN CLOSED & LOCKED AT ALL TIMES.		
3.	DETEX ALA NOT ARMED 25 PTS.		ANIC BAR)	(ı	THE DETEX ALARM OR PANIC BAR SHOULD BE ARMED UNLESS A MANAGER IS PRESENT.		
1.	SAFE UNLOG 50 PTS.	CKED (D.	AY LOCK).	[]	THE SAFE MUST REMAIN LOCKED AT ALL TIMES UNLESS A MANAGER IS CONDUCTING BUSINESS FROM IT.		
5.	CASH IN ANY REGISTER DRAWER IN EXCESS OF \$500 OVER BEGINNING BANK. CASH IN ANY OFFICE DRAWER IN EXCESS OF \$500. 50 PTS.			ſ]	CASH IN THE REGISTER DRAWER SHOULD BE KEPT TO A MINIMUM. CASH IN OFFICE DRAWER SHOULD BE KEPT TO A MINIMUM.		
	<u>TOTA</u>	FRONT, REAR, AND SIDE ENTRIES INLOCKED DURING NON- DPERATING HOURS, OR THE LITCHEN DOOR LEFT OPEN WITH NO MANAGER PRESENT. DEFICE DOOR LEFT OPEN OR INLOCKED. SPTS. DETEX ALARM OR PANIC BAR HOT ARMED. SPTS. ASH IN ANY REGISTER DRAWER I EXCESS OF \$500 OVER EGINNING BANK. CASH IN ANY PEFICE DRAWER IN EXCESS OF HOTEL DRAWER IN EX		CO	MM:	ENTS:		
	SCALE 100-90 89-80 79-70 69-60 BELOW 60	= B = C = D	C					

EMPLOYEE I-9 FORMS & PROCEDURES

- 1. NO GM INITIALS IN THE UPPER RIGHT HAND CORNER. 5 PTS, EACH.
- 2. EMPLOYEES WITHOUT AN I-9 ON FILE. 50 PTS.
- 3. EMPLOYEES WITH INCOMPLETE FORMS. 35 PTS.
- 4. EMPLOYEES WITH EXPIRED EMPLOYMENT AUTHORIZATION. 35 PTS.
- 5. CURRENT EMPLOYEE I-9'S NOT PROPERLY RETAINED. 20 PTS.
- 6. TERMINATED BINDERS NOT PROPERLY RETAINED. 20 PTS.
- 7. I-9 GUIDEBOOK NOT SIGNED. 0 PTS.

RECOMMENDATIONS

- [] THE GM MUST VERIFY EVERY I-9 & INITIAL IN THE UPPER RIGHT HAND CORNER.
- [] ALL EMPLOYEES HIRED AFTER 11/06/86 MUST HAVE AN I-9 ON FILE BEFORE BEGINNING WORK.
- [X] ALL I-9'S MUST BE COMPLETED IN FULL.
- ALL INS EMPLOYMENT
 AUTHORIZATIONS MUST HAVE A
 FUTURE EXPIRATION DATE.
- CURRENT EMPLOYEE I-9'S MUST
 BE RETAINED IN A 3-RING BINDER IN
 ALPHABETICAL ORDER.
- [] TERMINATED I-9'S MUST BE
 RETAINED ALPHABETICALLY IN A 3-RING
 BINDER, LABELED & STORED AT THE END
 OF EACH CALENDAR YEAR.
- [] ALL MANAGEMENT & HOURLY
 EMPLOYEES WHO COMPLETE I-9'S AS A
 REPRESENTATIVE MUST SIGN THE I-9 GUIDEBOOK.

TOTAL PTS.

<u>SCALE</u>	
100-90	= A
89-80	= B
79-70	= C
69-60	= D
BELOW 60	= F

COMMENTS: Two Employers
SANDOUAL FELIX AND
HERNANDEZ ARELIS HAVE
EXPIRED RESIDENT ALIEN GARDS
Two Tenus Employees with
NO DOCUMENT LISTES ON

LICENSES,	PERMITS	æ	POSTERS
ALL LULING TO A TO	TEMPLET	•••	LOSIERS

HUMAN RESOURCES

5 IN 1 POSTER

SEXUAL HARASSMENT POLICY (FLORIDA, TEXAS, AND NEW YORK - SPANISH AND ENGLISH)

PAYDAY LAW

STATE COMPLIANCE KIT

YES NO

YES

YES

YES

NO

NO

NO

RISK MANAGEMENT POSTERS

MEDICAL PROVIDER LISTING

YES

NO

MSDS BOOK AND HAZCOMM

YES

NO

ACCIDENT/ INCIDENT HOTLINE

POSTER IN OFFICE

YES

NO

MANDATORY FOOTWARE POLICY

YES

NO

MANDATORY FLOOR MAT POLICY

NO

MANDATORYFLOOR CLEANING PROCEDURES POSTER (MONDAY)

YES_

NO

MANDATORY FLOOR CLEANING PROCEDURES POSTER

(TUESDAY - SUNDAY)

YES

NO

THE RIGHT TOOLS POSTER

YES

NO

NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

NO

NOTICE TO WORKERS' COMPENSATION ALL OTHER STATES

NO

TEXAS PAYDAY NOTICE (ENGLISH AND SPANISH)

YES

NO

CHOKING POSTER (ENGLISH AND SPANISH)

YES NO

ARE EMPLOYEES WEARING NON-SKID SOLE SHOES?	YESNO					
FLOOR CONDITION?	EXCELLENT GOOD BAD (circle one)					
ARE QUEST DRUG FORMS AVAILABLE?	YES NO					

Restaurant	Visit	Report
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To:			t visit teport		
From:					
Date:			1		
Subject:					
MANAGEMENT TEAM	YES	NO I	CLEAN AND ORGANIZED	YES	NO
100% Table Visits by MOD			Cleaning systems, bathroom checks	110	INO
Managers and Associates use Confident Speak		***************************************	Sanitation Checklist in use	-	
Crisp, Logo Uniform, name tag			All food product is dated	-	
STANDARDIZED TRAINING			All kitchen equipment clean and good repair	-	-
Server Training Packet used, Tests in Files			All refrigeration has working thermometer, proper temps		
Alley Rallies happening 2x a day		ECO12000	Proper hand washing procedures in place		ļ
Manager Meetings 1 per week, with notes			Hot box has working thermometer, at proper temp		<u> </u>
CT's for all departments, certificates hung			Lighting / music adjusted and working order		<u> </u>
Flip Charts used for all training		and the second second	FOH and BOH clean and good repair	-	-
Best Practices followed, managers carrying focus cards			Proper water supply (hot & cold) drains work properly		
STEPS OF SERVICE HIT					
Service is friendly, all employees smiling		2000000	Dish machine, soap, sanitizer, and temps correct No food particles on clean plates and utensils		
Steps of Service nailed	-		All food bing labeled		
Fast Check and Change; lunch within 2 minutes	 		All food bins labeled, covered and clean		
Thank You on every guest check		-	No evidence of roaches, flies, insects, or rodents	-	THE RESERVE
Server contests in place, results posted	*************		No cross contamination of food products		OTHER DESIGNATION OF THE PERSON OF THE PERSO
Server scripting nailed			Toxic items, chemicals, labeled & stored properly	-	
Leather feature tents used properly			All landscaping pristine, lights, signage working AUDIT.		
Current PEA's posted					
All menu covers pristine, enough on hand			Employee files complete, Application, NAD, Advisor		
Proper POP on all tables			I-9's correct		
	500000		Orientation checklist signed off by associate & GM		
PROPER HOST GREET/SALUTATION		95	All servers and bartenders have proper license or cert.		
Guests get a friendly greet, proper script		222	All local food handlers permits on file		-
Guests thanked and invited to return		-	Total		Man especialists
Proper phone greet, friendly, proper script					
Brilliant restrooms, 10 minute checklist in use			MOD Name		
SAFETY				·····	
Back door, office locked					
No wet floors, floor mats used			Inspector Name		
Total Score		and current at her i			
Comments:					